Position: Summer Youth Activity Program Facility Coordinator
Pay Rate: $8.75 per hour
Supervisor: Assistant Director, Summer Youth Activity Program

Job Description:
The goal for the Summer Youth Activity Program (SYAP) Staff is to provide all of the individuals who are involved with SYAP a unique, valuable and fun experience. Facility Coordinators are expected to anticipate potential problems and endeavor to create a culture that reflects the overarching values, beliefs, and ethics of those associated with SYAP. This position requires critical thinking skills, and the ability to work independently.

Specific Responsibilities:
- Serve as a representative of the University, displaying courtesy, tact, consideration, and discretion in all interactions with other members of the Rice Community.
- Assist in the pre-summer program set-up.
- Prepare information and first aid packs for the program.
- Inventory equipment.
- Assist the Assistant Directors with daily administrative duties.
- Assist in the organization and development of groups.
- Assist the Assistant Director in maintaining a safe environment for the campers.
- Assist with the set-up & coordination of all activities, lunches, & breaks
- Assist with daily program operation.
- Assist the assistant directors with daily camp operation.
- Perform other summer duties as assigned by the Director.

Minimum Qualifications:
- Must have enthusiasm for working with youth and the benefits of physical activity.
- Must have general knowledge of all activities and programs offered through SYAP.
- Must be able to think independently and make decisions for everyday and emergency situations.
- Must have a positive attitude and interact well with SYAP campers, parents, and co-workers.
- Must have the ability to complete Basic First Aid, CPR and AED (training provided).