



seeking Assistant to the Camp Director

MathPath, an international residential summer camp for 11-14 year olds highly gifted in mathematics, seeks to fill the position of **Assistant to the Camp Director**. This person will work closely with the Camp Director, primarily as an administrative assistant. This person will also serve as an administrative assistant to the Senior Staff of MathPath as needed. The Assistant to the Camp Director has a great deal of interaction with camp counselors and many opportunities to interact with students and faculty.

Base Compensation for this position will be \$4000 (USD), plus room, board, and reasonable travel expenses to/from the camp session. Most of the work for this position will be done during camp, during which time the Assistant to the Camp Director will live on campus with the rest of the staff and faculty (June 27, 2019 – July 30, 2019) as this person will have many mealtime, evening and weekend responsibilities. There will be some preparation work that will need to be done remotely requiring 5-10 hours of work/week in the 2-4 weeks prior to camp. There may be a small amount of remote work requiring 5-10 hours in the week after camp. Compensation may be increased if this applicant has considerable prior experience or if significant additional work pre-or post-camp is assumed.

This job is one of three assistant positions being announced for the 2019 MathPath season. It may be that the successful candidates would like to shuffle the duties and the Camp Director and the other senior staff may find that agreeable. Applicants are encouraged to read all three job descriptions and to remark if they would like a different mix. However, the division of labor described in these flyers is the most likely. Any changes in duties will be at the discretion of the Camp Director.

Job Duties

- Create schedules, rosters, check-lists, and other essential handouts for multiple situations
- Assist with scheduling (counselor assignments and evening/weekend activities)
- Collaborate with Camp Director to research and plan evening/weekend activities
- Manage Power of Attorney and Waiver forms for all weekend activities
- Monitor faculty arrival and departure needs, including housekeeping requirements
- Assist with shopping for students and program
- Monitor student birthdays and work with counselors to plan and execute birthday celebrations
- Personally assist Camp Director (with organization, tracking tasks, etc)

- Act as a First Aid Certified staff member (be prepared to respond to illness/injury situations)
- Assist with T-shirt design & order prior to MathPath session
- Drive rental vans or cars, particularly on weekends for student trips, but also for other general purposes
- Other duties as assigned (by Camp Director or other Senior Staff)

This position is initially for the 2019 camp only. After the camp, MathPath may choose to offer the person holding this position a multi-year opportunity, including some work on an hourly basis in the off-season.

The MathPath camp is run by the MathPath Foundation, a 501(c)(3) tax-exempt organization.

Required Skills

- Exceptional organizational skills
- Fluency with Microsoft Office (Excel, Word, Powerpoint) and GoogleSuite
- Excellent interpersonal skills
- First Aid Certification (or willingness to obtain certification at the direction and cost of MathPath)

Minimum Qualifications

- Bachelor's Degree
- Interest/passion for puzzles/mathematics
- Summer program or Residential life working experience
- Driver's license (valid in the United States) and good driving record (ability to pass a driving background check)
- Eligibility to drive a rental car in the United States (age 25 or older)
- Eligibility to work in the United States
- Candidate must pass a background check before employment

Preferred Qualifications

- Bachelor's Degree in Mathematics or related field
- Experience working with MathPath or similar residential summer mathematics program
- Experience working with gifted students
- Experience working with students aged 11-14
- High energy level; good stress management
- Ability to multitask and work in a fast-paced environment

How to Apply

Send an email to the Camp Director, April Verser (april.j.verser@gmail.com), indicating your interest and qualifications, asking any questions, and offering times you are available

for a phone or Skype interview. Also CC the Executive Director, Prof. Stephen Maurer, at smaurer1@swarthmore.edu.