SYP Inventory Coordinator Job Description

Basics:
- May 31 - August 1, 2015 (up to eleven weeks of employment)
- Must attend portions of a paid Summer Youth Programs Orientation (June 16 - 20)
- Base Salary: $346.00 a week
- Meals during a work shift will be provided in the residence hall
- Hours are typically Monday – Friday, 8:00 AM - 5:00 PM, but may need to be adjusted based on programming needs.

Requirements:
- Have completed at least one year of college or have equivalent experience
- Valid United States driver’s license with less than 6 points (MI or other state equivalent) and have completed and passed the Michigan Tech Public Safety Van online test. Please contact our office before and after you complete the test in order to obtain the necessary account information.
- Have flexibility/adaptability (plans constantly change based on instructor demands)
- Understand that you are a role-model to the students attending the programs and therefore must follow all student rules
- Always support the rules of the program (the number one priority is to ensure the safety of our students).
- Maintain a positive work atmosphere by behaving and communicating in a manner that supports students, staff, parents, and the public in general
- Must be capable of lifting 50 pounds and being on your feet for an extended period of time
- Has to pass a state of Michigan background check

Duties/Responsibilities:
- Update inventories of storage units
- Work with instructors and SYP staff to obtain all required materials for classes and programming
- Purchase any needed supplies
- Deliver supplies to classrooms as needed
- Organize and return all supplies into storage units and rooms at the conclusion of the summer
- Be energetic and have a positive attitude
- Assist with SYP program events
- Relocate supplies at the beginning and end of SYP

Desired Qualifications:
- Valid lifeguard certification
- Experience working with youth in a mentoring situation