



Position: Office Staph*

Number of Openings: 5-6

Expected Delegate Interaction: Minimal to Moderate

Possible Start of Employment: between May 31, 2022 and June 13, 2022

End of Employment: July 23, 2022

Office Staph* will be expected to work 6 hours per day, Monday to Friday, during the NYSCamp. Collective Responsibilities include:

- An understanding and ability to use software and understand limitations of each platform. The current list of software includes SCHED, Discord, Zoom, Airtable, and Survey Monkey.
- Strong time management to build, maintain, update, and troubleshoot camp technology tools with individuals of different skill sets.
- Train staph*, delegates, and presenters on how to effectively use the technology platforms used for camp.
- Create, set up, and monitor the Discord Server and channels.
- Set up Zoom accounts and meetings, be present at the beginning of sessions to ensure technology is working for presenters and delegates, and provide general Zoom tech support.
- Manage the delegate, staph*, and presenter databases and forms to be submitted via Airtable.
- Manage, administer, and collect survey data about camp in general, lectures, directed studies, seminars, and special events.
- Ensure that planned programming fits within the technology limitations of camp.
- Troubleshoot any technology issues and provide tech support before and during camp
- Produce the nightly lectures (8PM EDT) and occasional whole camp activities (9:30 PM EDT).
- Assist with creating and sending nightly emails.
- Technology checks with lecturers in the nightly green room (7:30 PM EDT)
- Record nightly lectures and then link them in Discord and in the morning emails within 24 hours of the lecture.
- Attend assigned sessions for quality assurance, to take screenshots, and to troubleshoot as needed.
- Assist the Assistant Director(s) and the Director of External Relations and Development to create press releases for camp and individual delegates and collect delegate confirmation, documents, and yearbook.
- Work with other staph* and volunteers to plan, organize, and facilitate traditional summer camp events and publications. This may include: a camp newsletter, talent show, performances, etc.
- Participate fully in staph* week training activities and staph* meetings during NYSCamp.
- Be creative and collaborative in thinking of ways to engage delegates and encourage them to set aside as much time as possible to participate in the virtual camp.
- A can-do attitude, and willingness to volunteer and work with others to get the job done.

Please see pay scale at staph.nyscamp.org

To apply to this position, complete the job application and upload a cover letter, your resume or CV, and a high-quality professional headshot photograph at <https://airtable.com/shr8S4M8UBoz4pMQ8>

The National Youth Science Foundation is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. Underrepresented groups are encouraged to apply.

* *Not misspelled; this is a traditional NYSCamp spelling to highlight the staff's infectious enthusiasm*