**
College Student Staff/Camp Counselor Job Descriptions
Summer 2017**

Scrubs Camps are designed to engage middle and high school students in healthcare careers and topics. Hands on camp activities are designed to allow students to personally engage with health-care professionals and faculty. The camps are open to any middle and high school age students. Scrubs Camps is a collaborative effort between HealthForce Minnesota and key partners like Winona State University, Augsburg College, Saint Paul College, University of Minnesota, Fairview Health Services, Mayo Clinic, Olmsted Medical Center, Winona Health and many others. More information can be found at [healthforceminnesota.org](http://www.healthforceminnesota.org)

**Application Process**

Interested parties should submit a completed application to:

1. **Email it to:** **scrubscamp@winona.edu** **OR**
2. Mail paperwork to:

HealthForce Minnesota – Camp Counselor/Staff Application
WSU Rochester on Broadway
400 South Broadway, Suite 300
Rochester, MN 55904

**Application deadline is April 1, 2017 or until all positions have been filled.**

**Wage/Payment**

Details for wage/payment are noted below.

**COLLEGE STAFF LEAD POSITIONS

WSU Based Intern - $10.50 per hour before and after camp; week of camp $500**

* Month of June and July. Total hours will vary each week.
* Pre and Post Camp Duties – At the WSU Office
	+ Help staff do prep work including but not limited to:
		- Typing/copying
		- Organizing camp materials
		- Outreach to registered campers
* Attend Winona High School Scrubs Camp scheduled for June 25-30, 2017, and Camp Explore scheduled for July 23-28, 2017.
	+ Hours for each day are 7:30am-5:30pm
	+ Meals provided during camp
	+ Help model to camp counselors and be their peer leader.
	+ Attend sessions with assigned group of campers, monitor camper behavior and track attendance
	+ Assist instructor/presenter of session if needed, be positive role model and help engage campers
	+ Write a brief summary of each camp session, indicating what went well and areas that need improvement

**Metro/Augsburg Lead Camp Counselor - $650 for all duties noted below.**

* Pre and Post Camp – at the Augsburg campus office work with staff for approximately 4-5 hours, both the week before and after camp
	+ Assist camp staff with prep work, including but not limited to:
		- Typing/copying
		- Organizing camp materials
		- Outreach to registered campers
		- Post camp clean-up
		- Compiling student surveys
* Attend Metro Scrubs Camp scheduled for July 10-14, 2017
	+ Hours each day are 7:30am – 5:00pm
	+ Meals provided during camp
	+ Help model to camp counselors and be their peer leader.
	+ Attend sessions with assigned group of campers, monitor camper behavior and track attendance
	+ Assist instructor/presenter of session if needed, be positive role model and help engage campers
	+ Limited housing available - interns and camp counselors may be responsible for their own housing

**HealthForce MN WINONA Photographer/Videographer - $1,000 total for all duties**

* Attend two week long high school Camps at: 1) Scrubs Camp at Winona State University June 25-30; 2) Camp Explore at Winona State University July 23-28, 2017
	+ Hours for each day are approximately 7:30am – 5:00pm
	+ Meals provided during each camp
	+ Take pictures and video clips of campers during sessions and create short 5-8 minute daily slideshow set to fun music for each day. Create a longer 12-15 minute slideshow for the last day of camp recapping highlights from the whole week.
	+ Be a positive role model and help engage campers
	+ Help with camp counseling duties as needed
	+ Upload photos into albums on our Flickr account by the end of July.
	+ Other duties at camps as assigned

**HealthForce MN METRO Photographer/Videographer - $950 total for all duties**

* Attend two week long high school Camps in the twin cities: 1) Metro/Augsburg College Scrubs Camp July 10-14; 2) Saint Paul College Scrubs Camp July 24-27
	+ Hours for each day are approximately 7:30am – 5:00pm
	+ Meals provided during each camp
	+ Take pictures and video clips of campers during sessions and create short 5-8 minute daily slideshow set to fun music for each day. Create a longer 12-15 minute slideshow for the last day of camp recapping highlights from the whole week.
	+ Be a positive role model and help engage campers
	+ Help with camp counseling duties as needed
	+ Upload photos into albums on our Flickr account by the end of July.
	+ Other duties at camps as assigned

**COLLEGE CAMP COUNSELORS**

**Location: Winona, MN**

**Winona Based Camp Counselors - $500 for week**

* Attend Winona High School Camp scheduled for June 25-30, 2017
	+ Hours for Sunday are 12:00pm - 6:00pm; Monday through Friday are 7:30am - 5:30pm
	+ Join students/staff for meals in the cafeteria. Wear name badge for free admission into cafeteria
	+ Attend sessions with assigned group of campers, monitor camper behavior and track attendance
	+ Assist instructor/presenter of session if needed, be positive role model and help engage campers
	+ Keep track how well each session goes and write brief summary of session sharing your impressions
	+ Limited housing available – camp staff may be responsible for own housing

**WSU Camp Explore in Winona - $500 for week**

* July 23-28, 2017 will be the first/pilot year for Camp Explore for high school students. A residential camp experience to expose students to the many different careers in the major industries of manufacturing, engineering, healthcare, IT, agriculture, energy, and transportation.
* Attend Camp Explore scheduled for July 24-29, 2016
	+ Hours for Sunday are 12:00pm - 6:00pm; Monday through Friday are 7:30am - 5:30pm
	+ Join students/staff for meals in the cafeteria. Wear name badge for free admission into cafeteria
	+ Attend sessions with assigned group of campers, monitor camper behavior and track attendance
	+ Assist instructor/presenter of session if needed, be positive role model and help engage campers
	+ Keep track how well each session goes and write brief summary of session sharing your impressions
	+ Limited housing available – camp staff may be responsible for own housing

**Location: Twin Cities/Metro**

**Metro/Augsburg Camp Counselors - $500 for week**

* Attend Metro Scrubs Camp scheduled for July 10-14, 2017
	+ Attend orientation meeting on Sunday evening, July 9.
	+ Hours for each day are 7:30am - 5:30pm (first day of camp, arrive one hour earlier)
	+ Join students/staff for meals in the cafeteria. Wear name badge for free admission into cafeteria
	+ Attend sessions with assigned group of campers, monitor camper behavior and track attendance
	+ Assist instructor/presenter of session if needed, be positive role model and help engage campers
	+ Limited housing available – camp staff may be responsible for their own housing

**Saint Paul College Camp Location - $450 for week (shorter camp)**

* Attend Saint Paul College Scrubs Camp scheduled for July 24-27, 2017
	+ Attend the prep/orientation meeting on Friday, July 21, 2017
* Hours:
	+ Prep/Orientation meeting on Friday, 11:00 a.m. – 4:00 p.m.
	+ Monday, 6:30 a.m. – 5:30 p.m.
	+ Tuesday, and Wednesday, 7:30 a.m. – 5:30 p.m.
	+ Thursday, 7:30 a.m. – 6:30 p.m.
* Organize, plan and lead activities as assigned (opening small group ice-breaker, thank you letters, transition time, perhaps closing ceremonies)
* Be a positive role model for the students/campers
* Assist instructor/presenter of session if needed, be a positive role model and help engage campers in each activity
* Know, enforce and follow all safety guidelines associated with camp
* Communicate with Camp Leaders in a timely fashion
* Identify and respond to camper behavior issues
* Camp counselors will be responsible for their own housing