

Volunteer Coordinator

Purpose of the Position: Perform outreach to recruit AAUW members, teachers, parents, students, and community members to serve as committed and passionate volunteers for Tech Trek.

Responsibilities and Duties

- Work closely with camp director to manage volunteer paperwork
- Work closely with the college/university to reach out to women students in STEM majors to be dorm monitors or student counselors
- Work with middle and high school teachers to identify former students as potential counselors
- Secure background checks, commitment forms, and medical paperwork for all volunteers
- Reach out to AAUW members to serve as dorm monitors and find teachers, including national AAUW members and members of branches that are not directly participating
- Work closely with the camp director to hire teachers, student counselors, dorm monitors, and a health aid or nurse
- Stay in contact throughout the planning process with teachers, student counselors, dorm monitors, and the health aid to inform them of logistical details
- Complete paperwork for volunteer stipends and prepare thank-you gifts
- Collaborate with the camp director to maintain the camp database to ensure timely implementation and fiscal control
- Complete an evaluation on the participation of each volunteer and the recruitment process
- Reach out to community organizations that require volunteer time

Qualifications

The volunteer coordinator must

- Be comfortable performing extensive outreach and follow-up with the general public
- Be an AAUW member or be willing to join
- Be highly organized
- Be a skilled oral and written communicator
- Be proficient with e-mail and Excel spreadsheets
- Enjoy working with middle school girls and be committed to STEM education

Commitment Expected

- Approximately 10–15 hours a month
- Preferably available to stay on campus during the week of camp

Fundraising Coordinator

Purpose of the Position: Perform fundraising outreach to local businesses, corporations, community foundations/groups, and AAUW members to meet camp fundraising goals.

Responsibilities and Duties

- Work with camp director on budget for camp during planning and organization of camp
- Gather a three-to-five-person fundraising committee, manage communication of that committee, and meet deadlines/funding goals
- Approach local businesses, corporations, and community groups about funding opportunities and in-kind donations
- Work with AAUW branches and the state board to hold fundraisers throughout the year
- Write grant applications/requests for support from local community groups, businesses, and corporations
- Track all funds received and ensure that they are sent to the AAUW national office
- Attend monthly conference calls with the AAUW national office
- Update and edit fundraising spreadsheet and send to the AAUW national office monthly
- Train committee members to reach out to local businesses and corporations
- Ensure that a link to the AAUW Tech Trek fundraising webpage is present on all camp materials and AAUW branch/state and C/U partner member webpages and newsletters
- Collaborate with the camp director to maintain camp database to ensure timely implementation and fiscal control

Qualifications

The fundraising coordinator must

- Have professional or volunteer fundraising experience
- Be comfortable approaching businesses and individuals to raise money
- Have experience organizing fundraisers or similar events that achieve fundraising goals
- Ideally, have grant writing or solicitation experience
- Be comfortable performing Internet research to find available funding opportunities
- Have experience with volunteer management
- Be an AAUW member or be willing to join
- Be highly organized and a skilled oral and written communicator
- Be available by e-mail and comfortable with Excel spreadsheets

Commitment Expected

- Approximately 20–25 hours a month for eight months

Student and Family Coordinator

Purpose of the position: Manage camper nomination, application, selection, and registration processes.

Responsibilities and Duties

- Work closely with the camp director and national office to organize and implement camper registration and material processing
- Perform outreach to local middle schools and inform teachers of Tech Trek, the nomination process, and nominee qualifications
- Collect applications from local girls
- Gather a three-to-five-person committee of AAUW members and middle school STEM teachers to evaluate applications, interview girls, and choose finalists and alternates
- Notify families of acceptance and ensure all forms are returned and travel to camp is secured
- Enter all camper information into spreadsheet, manage as necessary, and send final list to the camp director by designated date
- Follow up with families (and sometimes teachers) if registration forms/fees and permission and medical forms are not returned by due date
- Collaborate with the camp director to maintain the camp database to ensure timely implementation and fiscal control
- Arrange opportunities for campers to speak to AAUW branches, sponsors, and funders after camp is completed
- Consider serving as dorm monitor during the week of the camp

Qualifications

The student and family coordinator must

- Be an AAUW member or be willing to join
- Be highly organized and willing to diligently follow up with families and teachers
- Be a skilled oral and written communicator
- Be proficient with e-mail and Excel spreadsheets
- Enjoy working with middle school girls and be committed to STEM education

Commitment Expected

- Approximately five hours a month for six months
- Approximately 10–15 hours a month for two to three months leading up to camp

Social Media Coordinator

Purpose of the position: Manage Tech Trek camp social media, photo, blog, and web efforts.

Responsibilities and Duties

- Collaborate with the camp director to determine social media messaging
- Become familiar with Tech Trek Twitter and Facebook outlets and post to them regularly
- Take photos and video of campers during the week of camp
- Create a short video during the camp to give to girls and staff within a week of camp
- Assist the camp director in managing the camp website
- Utilize social media tools to promote camp before and after it takes place
- Work with the college or university to ensure recognition of the camp on the C/U website

Qualifications

The social media coordinator must

- Be an AAUW member or willing to join
- Familiar with all types of online new media including Facebook, Twitter, Instagram, video editing software and web content. Be highly organized
- Enjoy working with middle school girls and be committed to STEM education

Commitment Expected

- A few hours each month for the six months leading up to the camp
- Available to stay on or near campus during the week of camp
- Approximately 5-10 hours a month before camp begins for promoting Tech Trek through social media outlets
- Approximately 10 hours per month for two months after the camp to compile all collected photos and video and post to the AAUW Tech Trek Facebook page as well as work with staff at the national office to promote the camp

Marketing Coordinator

Purpose of the position: Ensure Tech Trek receives media attention in the local area and that the compelling story of Tech Trek reaches the local community.

Responsibilities and Duties

- Update camp director regularly on any media attention or contacts made
- Create marketing materials for Tech Trek as needed and in coordination with the national office
- Reach out to local newspapers and media to secure recognition of the camp
- Write press releases, op-eds, and media advisories as appropriate
- Keep updated on local media stories about girls and STEM and reach out to appropriate media to connect their work to Tech Trek
- Work with the college or university to ensure recognition of C/U in conjunction with the camp
- Work closely with the social media coordinator to become familiar with Tech Trek Twitter and Facebook outlets, obtain photos and video to send to local media, and gather materials to enhance the camp website
- Work with outreach coordinator to market Tech Trek to local teachers, schools, parents, and community groups

Qualifications

The marketing coordinator must

- Be an AAUW member or be willing to join
- Be familiar with Twitter and Facebook
- Be comfortable pitching to local media
- Preferably have experience writing op-eds and press releases
- Have experience marketing similar programs and creating collateral such as flyers, posters, etc.
- Be highly organized
- Enjoy working with middle school girls and be committed to STEM education

Commitment Expected

- 5-10 hours each month for the six months leading up to the camp
- Approximately 10 hours the month before camp begins to promote Tech Trek to local media outlets
- Approximately 10 hours for two months after camp to promote it to local media and help get interviews for campers to increase camp exposure