Student Employment
Presentation Outline

- Employment
- Positions
- Expectations
- Important Dates & Information
- Application Process
- Questions
Did you know?

91% of employers prefer that their candidates have work experience.

Source: National Association of Colleges and Employers
Done with College... Now What?

Baby Yoda

Education
Albuquerque Academy 3.75
University of Colorado, Boulder 4.0

Experience
Volunteer, Roadrunner Food Bank
Member, National Honors Society

Baby Yoda

Education
Albuquerque Academy, Class of 2015, GPA: 3.5
University of Colorado, Boulder, Class of 2019, GPA: 3.75

Experience
Camp Counselor, Think Academy Summer 2013-2016
Office Assistant, Think Academy Summer 2017-2019
Baby Yoda

Experience
Camp Counselor, Think Academy Summer
2013-2016
Office Assistant, Think Academy Summer
2017-2019

- Provided supervision and direction of activities and programs for more than 20 children daily
- Encouraged a positive camper experience through group bonding activities and by building a mentorship with campers
- Communicated frequently with parents of campers, answering questions and building a valued customer relationship
- Worked collaboratively with co-counselors to implement daily schedule in a productive and energetic way
Summer 2020 Job Positions

- Teacher's Assistant
- Camp Counselor
- Lifeguard/Swim Instructor
Teacher's Assistant

Variety of Time Assignments

Assignment can be for a few or several periods per day. TAs must be willing to help with the teacher's requests such as:

- transfer students to successive classes
- provide individual or small group tutoring
- grade papers
- assist in supervision
- make copies
- set up projects and activities

Classes Such As:

- Robotics
- Drawing & Painting
- Anatomy
- Diving
- Children's Workshop (age-5 students)
- Guitar
- Graphic Design
- Strength & Conditioning
Camp Counselor

Full-Day or Half-Day Assignments

Responsible for supervising and engaging assigned campers in a variety of scheduled activities that include:

- transferring campers to successive classes
- organize group sports such as basketball, kickball, & soccer
- engage campers in traditional games such as jump rope, sidewalk chalk, four square, & tag
- assist with instructional & recreational swim - up to 2 hours daily in the pool
- supervise campers during a field trip
- oversee campers during activities

Camps Such As:

- Day Camp
- High Noon Half-Day Camp
- Variety Sports Camp
Lifeguard/Swim Instructor

5-7 Hour Assignments

Lifeguarding duties & required to provide instructional swim

- Lifeguard's contracts are conditional based on the requirement that they must be American Red Cross Lifeguard certified by May 29th and demonstrate proficiency and pass lifeguarding skills testing during lifeguard orientation/training.

Our safety policy does not allow Lifeguard positions to have pre-planned absences (i.e. Community Builders).
STUDENT EMPLOYEE EXPECTATIONS

1. **Punctual & Present**
   Be at work—on time—according to your contract (no unexpected trips)

2. **Attend all Trainings**
   Complete all mandatory trainings and attend all meetings

3. **Wear your Uniform**
   Always look professional & adhere to our uniform policy

4. **Enjoy Working with Kids**
   Be an inspiring role model for our students—and have FUN!
SAFETY IS YOUR #1 JOB
**Day Camp (DC) Counselor**

A full day position, 7:45 a.m. – 3:45 p.m. (7.75 hours), or half-day position, 7:45 a.m. – 12:45 p.m. (5 hours) responsible for supervising and engaging campers as follows:
- transfer campers to successive classes
- organize group sports such as basketball, baseball, kickball, flag football, and soccer
- engage campers in traditional games such as jump rope, sidewalk chalk, four square, and tag
- assist with instructional/recreational swim up to 2 hours daily in the pool
- supervise campers during a field trip
- oversee campers during arts and crafts, movie viewing, and self-selected games

**Mandatory Training Dates/Times:**
- Location:
- New Hires: Friday, May 29, 9:00 a.m. – 1:00 p.m. (Begin in Simms: 10:30-11 a.m. dry land pool instruction)
- Rehires: Friday, May 29, 9:00 a.m. – 1:00 p.m. Simone Auditorium
- Rehires: Sunday, May 31, 11:15 a.m. – 3:00 p.m. Open House (report to assigned gym)
- New and Rehires: Sunday, May 31, 1:45 p.m. – 3:00 p.m. Open House (report to assigned gym)

**Day Camp Counselor / SwimAmerica Swim Instructor**

Same as DC Counselor with the additional responsibility of instructing students during the morning instructional swim (1 hour per day). Requires SwimAmerica Swim Instructor certification on Friday, May 29.

**Additional Training:**
- Location:
- New Hires: Friday, May 29, 9:30 a.m. – 2:00 p.m. (Mandatory in pool instruction, to qualify for consideration for a day camp counselor/swim instructor position)

**High Noon Half-Day Camp (1-3) Counselor**

A half-day position, 11:45 a.m. – 3:45 p.m. Same as DC Counselor, activities are similar to those listed under DC Counselor, with qualified counselors giving basic swim instruction the first three weeks.

**Mandatory Training Dates/Times:**
- Location:
- New and Rehires: Friday, May 29, 9:00 a.m. – 10:00 a.m. Simone Auditorium
- New and Rehires: Sunday, May 31, 12:00 p.m. – 2:30 p.m. Open House (room 85/86)

**SwimAmerica Swim Instructor Training** – requires the additional responsibility of instructing students (1 hour 2-3 x week for the first 3 weeks)

**New Hires:** Friday, May 29, 9:30 a.m. – 2:00 p.m. (Mandatory in pool instruction, to qualify for consideration for a day camp counselor/swim instructor position)

**High Noon Half-Day Camp (3-6) Counselor**

Same as DC Counselor, except no instructional swim.

**Mandatory Training Dates/Times:**
- Location:
- New Hires and Rehires: Friday, May 29, 9:00 a.m. – 10:00 a.m. Simone Auditorium
- Rehires: 10:00 a.m. – 11:30 a.m. Training Setup (WC Dining Hall)
- New Hires only: 10:30 a.m. – 11:00 a.m. Dry land pool instruction (Pool)
- New Hires: Sunday, May 31, 12:30 p.m. – 3:00 p.m. Open House (WC Dining Hall)

**Tennis Camp Counselor and Variety Sports Camp Counselor**

Tennis Counselors assist with tennis instruction. Variety Sports is the same as DC Counselor except no instructional swim.

**Mandatory Training Dates/Times:**
- Location:
- New Hires and Rehires: Friday, May 29, 9:00 a.m. – 10:00 a.m. Simone Auditorium
- New and Rehires: Friday, May 29, 9:00 a.m. – 10:45 a.m. Tennis Meeting (Tennis Courts)
- Variety Sports Training (East Campus Gym Field)

**Teacher’s Assistant (TA)**

Position has a variety of time assignments, from a few to several periods per day. TAs must be willing to help with the teacher’s requests which include:
- assist students to successive classes
- provide individual or small group tutoring
- make copies
- grade papers
- set up projects and activities

**Mandatory Training Dates/Times:**
- Location:
- New and Rehires: Friday, May 29, 9:00 a.m. – 10:00 a.m. Simone Auditorium
- New and Rehires: Friday, May 29, 10:30 a.m. – 1:30 p.m. Simone Lecture Theater
- New and Rehires w/ Program Grad 1-3: Monday, May 29, 10:30 a.m. – 1:30 p.m. WC grass area
- New and Rehires: Tuesday, May 31, 12:15 p.m. – 3:00 p.m. Open House (assigned classroom)
- New and Rehires: Thursday, July 6 – 10; teacher will advise
- Wed., July 8, 6:00 p.m. – 8:00 p.m. Family Night (assigned classroom/event)
- New and Rehires (Drama classes): Thursday, July 11, 9:00 a.m. – 10:00 a.m. Skirka (Simms Auditorium)

**Children’s Workshop Teacher’s Assistant (TA)**

Same as Teacher’s Assistant – working with our youngest, age 5 students, under the direct supervision of a teacher. Assist in the pool with students instructional/recreational swim.

**New hires for SwimAmerica Swim Instructor require certification (Additional training on Friday, May 29, 10:40 a.m. – 2:00 p.m.)**

**Mandatory Training Dates/Times:**
- Location:
- New and Rehires: Friday, May 29, 9:00 a.m. – 10:00 a.m. Simone Auditorium
- New and Rehires: Friday, May 29, 10:30 a.m. – 1:30 p.m. Training Setup (9th grade building)
- New and Rehires: Sunday, May 31, 11:15 a.m. – 3:00 p.m. Open House (9th grade building)
- Wed., July 8, 6:00 p.m. – 8:00 p.m. Family Night (9th grade building)

**Lifeguard / SwimAmerica Swim Instructor**

Generally a range of 5-7 hour assignments: mornings/early afternoon or late morning/late afternoon; in addition to lifeguarding duties, you are required to provide instructional swim.

**Mandatory Training Dates/Times:**
- Location:
- New and Rehires: Friday, May 29, 9:00 a.m. – 10:00 a.m. Simone Auditorium
- New and Rehires: Friday, May 29, 10:30 a.m. – 1:30 p.m. Swimming Instructor training (Pool)
- New and Rehires: Saturday, May 30, 9:00 a.m. – 11:00 a.m. Lifeguard training (Pool)
- New and Rehires: Saturday, July 11, 10:15 a.m. – 11:15 a.m. Swim Lesson Make-up Day (Pool)

*Note: Lifeguard’s contracts are conditional based on the requirement that they must be American Red Cross Lifeguard certified by May 29 and demonstrate proficiency and pass lifeguarding skills testing during lifeguard orientation/training.

Contact the Think Academy Office about Red Cross Lifeguard classes and/or Swim America Swim Instructor training.

(Ames Dunavant, dunavant@asap). Note: Our safety policy does not allow Lifeguard positions to have pre-planned absences (Ex: Community Builders).

**Swim America Swim Instructor**

Assignments range from 2:30 p.m. to 5:33 p.m. You will provide instruction for four 20-minute swim sessions (with 10 minute transitions). Moving assignments may also be available, 7:45 a.m. – 12:45 p.m.

If hired, requires SwimAmerica Swim Instructor certification on Friday, May 29. Think Academy Office will provide training materials (Ames Dunavant, dunavant@asap) prior to the training.

**Mandatory Training Dates/Times:**
- Location:
- New and Rehires: Friday, May 29, 9:00 a.m. – 10:00 a.m. Simone Auditorium
- New Hires: Friday, May 29, 10:30 a.m. – 2:00 p.m. Swim Instructor pool training/cert.
- New and Rehires: Saturday, May 30, 9:00 a.m. – 10:45 a.m. Swim Instructors & Lifeguards combined training
- New and Rehires: Sunday, May 31, 10:15 a.m. – 11:15 a.m. Swim Lesson Make-up Day (Pool)
ALL STUDENT EMPLOYEES MUST WORK THE DAYS BEFORE AND AFTER THE JULY 4TH HOLIDAY

Thursday, July 2nd
&
Monday, July 6th
APPLICATION PROCESS

What to Expect

1. Visit aa.edu/thinksummer & fill out application
   - You will need to use an email that you will check regularly all summer

2. Review application & requirements with parents
   - Ensure transportation and make them aware of ALL required dates (meetings, trainings, etc.) for the job if hired

3. Select your top 3 preferences for placement
   - You may also select with which age group or in which program (i.e. tennis) you wish to work

4. Submit/NEW Applicants: Interview & Teacher Recommendation
   - New Applicants ONLY: Schedule your interview using the link provided & request a Teacher’s Letter of Recommendation (form provided in email)

5. Decisions come out in mid-April
   - You will receive an email with our decision. Accepted hires will also receive their contracts.
INTERVIEW PROCESS
For New Applicants

Example Questions:

What experience do you have with children?

If you had a student that was shy or did not want to participate with the group, what ideas do you have on how to encourage the student to join in?

What age group of children are you most comfortable with?

Tell me about an accomplishment you are proud of.
Got Special Skills? Interests? Hobbies?

Be sure to include any skills, interests, or hobbies on your application so we can best place you in a position!

For example, do you...

- play Chess?
- love science?
- play tennis?
- know ceramics?
Questions?

Contact: Mindy Yzaguirre, Employee Relations Specialist
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