

Volunteer Roles for Tech Trek

<http://app.campdoc.com/register/aauw>



Location	Role	Brief Description	# (avg)	Limitations
Tech Trek Alums Only (also see roles below)				
In-person	Peer Counselor	<ul style="list-style-type: none"> Camp prep and assistance to camp staff Role model 	7-9 per camp	<ul style="list-style-type: none"> 3 yrs post camp or 16 years old (at camp director's discretion) Must be alum
In-person	Lead Peer Counselor	<ul style="list-style-type: none"> Camp prep and assistance to camp staff Role model Counselor coordinator 	1-3 per camp	<ul style="list-style-type: none"> Past peer counselor 18+ Background check/ Live Scan
Virtual	TTAC Advisory Board Coordinator	<ul style="list-style-type: none"> Coordinate activities of TTAC advisory board Provide voice to alum community on TT committee 	1 per program	<ul style="list-style-type: none"> 21+ Alumna Annual background check
Other Volunteer Roles - All adults must be AAUW California members and have one Live Scan every five years (in-person camps) and annual background checks. Mileage is paid for one round-trip for in-person camp volunteering. Some roles may have small stipends: camp director will advise.				
In-person	Dorm Monitor	<ul style="list-style-type: none"> 8-10 campers in group Shepherd/supervisor Role Model AAUW California member 	9-12 per camp (10:1 ratio required)	<ul style="list-style-type: none"> Age 18+ (21+ preferred) Experience with adolescents Background check May be Tech Trek alum
In-person	Health Staff	<ul style="list-style-type: none"> Nurse or health aide Dispense medications Deliver health-related training Review and maintain medical records AAUW California member 	1 per camp	<ul style="list-style-type: none"> On-site and on call 21+ License not required but preferred Training required
Virtual	Social Coach	<ul style="list-style-type: none"> Role model Facilitate SEL Team building 	30 per camp (50-60% alums)	<ul style="list-style-type: none"> 1 year post virtual camp (min 14) or 3 years post in-person camp Virtual only 8:30-12 M-F Pre-camp training
Virtual	Build Coach	<ul style="list-style-type: none"> Role model Facilitate tech learning Team building 	30 per camp (75-80% alums)	<ul style="list-style-type: none"> 1 year post virtual camp (min 14) or 3 years post in-person camp Virtual only 8:30-12 M-F Pre-camp training
Virtual	Workshop Coach	<ul style="list-style-type: none"> Role model Assist workshop presenters 	30 per camp (50% alums)	<ul style="list-style-type: none"> 1 year post virtual camp (min 14) or 3 years post in-person camp Virtual only 12:30-5; 7:30-9 Sun-Fri Pre-camp training

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Virtual/ In-person	Workshop/Lab Presenter	<ul style="list-style-type: none"> Deliver hands-on or interactive workshops 90 minutes or more 	5-12 per camp	<ul style="list-style-type: none"> Background checks not required if not onsite overnight Professional women desired
Virtual/ In-person	Media Coordinator	<ul style="list-style-type: none"> Manage videos, files, image sharing, etc. Manage website interface for camp Videographer / Photographer 	1-2 per camp	<ul style="list-style-type: none"> Minimum age 16 Tech-savvy Work with state communications
Virtual/ In-person	Systems/IT Support	<ul style="list-style-type: none"> Provide CampDoc registration systems support to camp and program director Provide alum database support to program 	1 per camp or program	<ul style="list-style-type: none"> See also media coordinator Knowledge of CampDoc, Google drive and docs, and other database and communication tools May be at Program or camp level
Virtual/ In-person	Assistant Director and/or Logistics Coordinator	<ul style="list-style-type: none"> Assigned director responsibilities <ul style="list-style-type: none"> Procurement/Logistics Staff Supervision AAUW California member 	1-2 per camp	<ul style="list-style-type: none"> Typically onsite/online during camp Typically 21+
Virtual/ In-person	Interns	<ul style="list-style-type: none"> Varies by camp Typically in prep for bigger role May support specific activity such as research or event planning at Program level 	0-1 per camp	<ul style="list-style-type: none"> Typically 18+ Typically longer duration than camp May be at Program or camp level
Virtual/ In-person	Program Volunteer	<ul style="list-style-type: none"> Supports program initiatives across state including <ul style="list-style-type: none"> Tech Trek Alum Groups TTAC Advisory Board Minor supervision < 32 hours a year Tech Trek state Committee 	At branch, camp, and state level	<ul style="list-style-type: none"> All ages May be year-round May or may not be registered in CampDoc Periodic meetings Opportunities for leadership roles Includes TTAG advisor, daily camp volunteers, and others Background checks typically not required
Virtual/ In-person	Camp Director or co-Director	<ul style="list-style-type: none"> Year-round commitment Oversees camp operations AAUW California member 	1-2 per camp	<ul style="list-style-type: none"> Onsite/Online and On Call 21+ Prior relevant camp experience Must be approved by board

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Virtual/ In-person	Camp Director (or co-) -in-Training	<ul style="list-style-type: none"> • First year camp director • Training as required • AAUW California member 	as required	<ul style="list-style-type: none"> • Onsite/Online • 18+ (21+ preferred)
Virtual/ In-person	Camp Treasurer	<ul style="list-style-type: none"> • Manages deposits (income) and vouchers (expenses) for camp • Maintains account balances for branches served by camps. • AAUW California member 	1 per camp	<ul style="list-style-type: none"> • 21+ • Knowledge of reading ledgers and maintaining simple books • Knowledge of Excel and Google drive • Willing to learn QuickBooks Online
Virtual/ In-person	Core Teacher	<ul style="list-style-type: none"> • Develop and deliver 15 hours of STEM content to nominally 20 girls • Act as mandated reporter (MR) • AAUW California member 	2-6 per camp	<ul style="list-style-type: none"> • 21+ • Teaching experience • Should be onsite to build community • Required MR training for active teachers may be substituted for AAUW volunteer MR training. • Annual background check required
Virtual	CampDoc Administrator	<ul style="list-style-type: none"> • Serve as liaison with software provider. • Provide Tech Trek-specific user guidance and support 	1 per program	<ul style="list-style-type: none"> • 21+ • IT experience • Patience • Annual background check
Virtual	Live Scan / OneSource Coordinator	<ul style="list-style-type: none"> • Serve as Custodian of Record for background check data. • Pass DoJ background checks. • Review incoming staff records in CampDoc for appropriate clearances. 	1 per program	<ul style="list-style-type: none"> • 21+ • Tech -savvy • DoJ Live Scan fingerprinting w/FBI check
Virtual	Program Director	<ul style="list-style-type: none"> • Serve as project lead with SPF • Serve on state board (non-voting) • Serve as liaison with AAUW national for Tech Trek 	1 per program	<ul style="list-style-type: none"> • 21+ • Tech-savvy • Energetic and creative • Continuous Improvement mindset

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Virtual	Financial Liaison	<ul style="list-style-type: none"> • Serve as project finance lead with SPF • Serve on state board (non-voting) • Serve as liaison with Finance Committee for Tech Trek 	1 per program	<ul style="list-style-type: none"> • 21+ • Tech-savvy-knowledge of QB or QBO • Knowledge of reading ledgers and maintaining simple books • Knowledge of Excel and Google drive • Finance or business background (accounting experience a plus) • Continuous Improvement mindset
Virtual/ In-person	Branch Coordinator	<ul style="list-style-type: none"> • Assist in maintaining applicant and camper records • Report donations to camp treasurers • Access and complete forms online • Maintain contact with alums for five years post-camp 	1+ per branch	<ul style="list-style-type: none"> • Member of the branch • Basic proficiency in word processing, spreadsheets, internet access, and email. • Willing to learn