

Position Title: Branch Coordinator for 2021 Tech Trek, a virtual Math and Science Camp for Girls

Work Location: Home and online

Purpose of the Position: The 2021 Tech Trek Branch Coordinator is expected to supervise the selection and registration of the branch's Tech Trek girls and complete fundraising for sponsorships.

Responsibilities and Duties:

Hold fundraisers and/or approach local businesses and individuals for donations to fund the sponsorships your branch will award.

Be aware of the AAUW financial policies concerning donations, especially the correct manner for donors to write checks (made payable to AAUW CA SPF) in order to claim an IRS deduction.

Make sure all funds for Tech Trek are sent to the camp treasurer in a timely manner and that the branch treasurer knows how to properly submit checks for deposit. Checks must be sent within 30 days of receipt.

Work with local public schools and teachers in the selection process, making sure teachers are aware of the qualities of a successful camper.

Work with a committee of branch members to review camper applications and essays, interview students (no in-person interviews allowed 2021) and select the appropriate number to attend Tech Trek.

Act as liaison between your AAUW branch and the director of the Virtual Tech Trek Camp. This includes reporting the number of girls you wish to send, amending as necessary, assisting treasurer with timely deposits and having a good understanding of the camp procedures.

Submit the selected campers to the camp director by end of March.

Make sure your branch's Tech Trekkers are prepared for camp.

Keep in touch with former campers (i.e., contact information, high school and college careers).

Qualifications:

Be an AAUW member.

Be willing to read and use the current online system and branch packet, to meet deadlines and work with schools, committee members, camp director and treasurers, and students and their families.

Have the necessary computer skills to maintain records and fill out forms online. Supplemental branch packet will link to MS Word or PDF formats.

Commitment Expected:

2021 duties continue from January through the camp date(s) for the current camp year.

Training:

The 2021 supplemental branch packet will arrive early February. Materials in the packet provide additional information needed to perform your job.

State Project Co-Coordination are more than willing to offer training and support in person, by phone, and by email. Branch coordinators are encouraged to consult them with any question.

Benefits:

While being Tech Trek coordinator for your branch can occasionally be time consuming, it is also rewarding working with branch members to raise funds and meeting (online) so many wonderful 7th graders and their parents and teachers. Plus, you'll get to keep in touch with your past campers – which many branch coordinators find hugely enjoyable.

To volunteer:

Contact your branch president. If you have questions, contact the AAUW California State Tech Trek Project Co-Coordination at: techtrek@aauw-ca.org