**GeoFORCE Counselor**

**Hiring Department: Jackson School of Geosciences – GeoFORCE Texas**

**Program**: GeoFORCE Texas

**Compensation:** $20/hour + Food, Lodging, and Travel on Field Experiences

**Position Duration:** Temporary

**Location:** Austin **-** J.J Pickle Research Center (North Austin)

**Number of Vacancies:** 30**-**40

**General Notes:** Substantial travel is associated with the position. Those selected will be required to attend training at J. J. Pickle Research Campus in May. Overtime in the amount of 40+ hours is expected.

**GeoFORCE Mission**

GeoFORCE is a youth education outreach program that recruits students in Austin, Houston, and Southwest Texas. The Jackson School of Geosciences at the University of Texas created GeoFORCE to identify and develop the next generation of STEM leadership for discovery, research, and management of energy, minerals, water, the environment, and natural hazards for the benefit of society.

**Position Description**

GeoFORCE Counselors are a vital member of a ten-person logistical and educational academy team. Counselors are responsible for the safety of assigned students throughout the duration of the academy. Counselors of the GeoFORCE program serve marginally as role models and are expected to conduct themselves as such, keeping a professional relationship with all students and staff on assigned summer field academies.

**Essential Functions**

* Assist the coordinator in monitoring student behavior and enforcing the code of conduct in a fair and consistent manner; encouraging respectful participation and engagement in all activities of the academy. 35%
* Safely guide group to designated learning areas. 30%
* Perform regular head counts throughout day. 10%
* Assist the Educational Coach (EC) in organizing student participants for learning activities. 10%
* Conduct nightly room checks. 10%
* Other duties assigned by the coordinator. 5%

**Required Qualifications**

Recent graduate or currently enrolled at a 4-year college or university.

**Preferred Qualifications**

Pursuing a Bachelor's degree in STEM or STEM education field, specifically in the geosciences.

**Working Conditions**

* May work in all weather conditions.
* Will work outside.
* May work in extreme temperatures.
* May work around standard office conditions.
* Climbing of stairs, hiking, and lifting up to 50 lbs.
* Will involve airplane, bus, and/or automobile travel.

**Notes**

Candidates for the GeoFORCE Counselor position are subject to all UT all policies as set forth by the University of Texas Youth Protection Program, UT Human Resources, and GeoFORCE Texas:

* [Youth Protection Program Guidebook](https://youthprotectionprogram.utexas.edu/directors/guidebook/)
	+ Zero-tolerance no alcohol policy throughout the field experience
	+ CPR/First Aid certification (provided by the program) and if necessary perform First Aid/CPR in field
	+ Child-safety training
* [UT Camp Worker Guide](https://hr.utexas.edu/sites/hr.utexas.edu/files/camp_workers_guide.pdf)
	+ A criminal history background check will be required for finalist(s) under consideration for this position.
	+ If hired, you will be required to complete the federal Employment Eligibility Verification form, I-9. You will be required to present acceptable, original documentsto prove your identity and authorization to work in the United States. Information from the documents will be submitted to the federal E-Verify system for verification. Documents must be presented no later than the third day of employment. Failure to do so will result in dismissal.
* [GeoFORCE Counselor Handbook](file:///C%3A/Users/lt23934/Box%20Sync/Summer%20Academies/Staff/Staff%20Handbooks/GeoFORCE%20Counselor%20Handbook.pdf)

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