
Summer Youth Programs

www.mtu.edu/syp
outreach@mtu.edu
(906)-487-2219

Residence Counselor Position Description

The Basics

Residence counselors are community builders, problem solvers and conflict resolvers who are excited by the opportunity to create a safe place for participants. They help participants experience what may be their first time being independent and in a college setting. They enjoy getting to meet people from diverse backgrounds and create an inclusive atmosphere in and out of the residence halls. They are flexible, working varied hours throughout the week and maintaining a professional aspect at all hours while in residence hall and where participants are present. They are empathetic and communicative as they help students settle into a new environment. Residence Counselors keep other staff members up to date on concerning and/or notable events. They prioritize participant safety while maintaining the upbeat environment of Summer Youth Programs.

Compensation and Work Timeline

- Mid-June to early August (6wk* employment plus 1wk required training)
- Base Salary: \$11 per hour (up to 40 hours)
 - Supervisor approval is required for any hours over 40/week for all Michigan Tech jobs combined.
- Paid training
- Room and board is provided for the weeks you are working, you may be asked to change rooms in week 5.
- Hours vary from week to week. Your schedule will include occasional late-night duty to 2AM and Friday night/Saturday on-call shifts.
 - Sunday: 7:00 AM - 1:00 PM | 8:30 PM - 11:00 PM
 - Mon.-Thurs.: 7:00 AM - 9:00 AM *or* 11:30 AM - 1:30 PM | 9:00 PM - 11:00 PM
 - Friday: 7:00 AM - 9:00 AM *or* 11:30 AM - 1:30 PM
 - Fri. Night/Saturday**: 10:00 PM Friday - 12:00 AM Saturday *or* Saturday 4:00 PM - 11:00 PM

* Week 6 scheduling subject to need.

** Friday night and Saturday shifts are dependent on the on-call schedule.

Essential Duties and Responsibilities

- Cultivating a sense of community between participants and staff
- Manage and interact with participants during meal and on-floor times to ensure compliance with dining hall rules, identify potential issues and assist with ensuring an inclusive culture
- Design and distribution of door decorations
- Develop agenda for nightly on-floor meetings with purpose in developing community
- Lead on-floor meetings for participants on a nightly basis
- Ensure safety of participants
- Ensure compliance with SYP Expectations and assist with discipline issues
- Actively engage with participants in activities
- Maintaining professionalism amongst participants and peers
- Other duties as assigned

Required Education, Knowledge, and Skills

- Have completed at least one year of college or equivalent experience
- Ability to maintain confidentiality with sensitive information
- Flexible schedule to accommodate working weekends and evenings
- Willingness to be an authority figure first and a friend second
- Embrace diversity and enjoy working with students from many different cultural, ethnic, and economic backgrounds
- Maintain positive outlook
- Attention to detail and emphasis on safety

Desired Knowledge, Skills, and/or Abilities

- Experience working with youth in a mentoring situation
- Valid US driver's license with fewer than 6 points (MI or other state equivalent)
- Completed Michigan Tech Public Safety Van training[^]
- CPR/First Aid with AED Training[^]

[^]Training provided prior or during orientation

Work Environment

Summer Youth Programs is a fast paced work environment that engages over 1,000 students each year in high-impact educational experiences that prepare them for post-secondary success. Successful employees often need to spend prolonged periods of time on their feet and lift up to 50 pounds.

Required Training and Other Conditions of Employment

Successful applicants will be required to attend a week long paid training the week prior to the start of Summer Youth Programs. All successful applicants must also submit to and pass a State of Michigan background check prior to employment.