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## Summer Youth Programs

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# Lead Residence Counselor

## Position Description

### The Basics

The Lead Residence Counselors are the ultimate fun aunts and uncles. They maintain a light and collegial atmosphere while ensuring the comfort and safety of both participants and staff in the residence halls. Lead Residence Counselors plan and supervise the schedule for the residence counselors. They enjoy meeting people from diverse backgrounds and creating an inclusive atmosphere for all. The LRC role is challenging as you'll deal with staff and students that are experiencing a lot of firsts. A strong sense of empathy and respect for your coworkers are definite must-haves for this position.

### Compensation and Work Timeline

- June 5-August 10, 2022 (6wk employment plus 2wk required training)
- Base Salary: \$11.25 per hour (up to 40 hours)
  - Supervisor approval is **required** for any hours over 40/week
- Paid training
- Meals are provided during your shift in the residence hall
- Hours may vary but you can use these as a guideline.

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time	3:00 pm	11:00 am	7:00 am	7:00 am	7:00 am	7:00 am	7:00 am
End Time	4:00 pm	4:00 pm	9:00 am	9:00 am	9:00 am	9:00 am	12:00 pm
Start Time	9:00 pm	8:00 pm	8:00 pm	8:00 pm	8:00 pm	6:00 pm	9:00 pm
End Time	11:00 pm	11:00 pm	11:00 pm	11:00 pm	11:00 pm	11:00 pm	11:00 pm

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## Essential Duties and Responsibilities

- Lead daily Residence Counselor meetings
- Confidentially manage participant medical and behavioral issues
- Facilitate orientation and staff training sessions
- Identify and assign staff to Early Arrival/Late Departure activities and airport runs
- Initiate check-in procedures for early arrival students to obtain keys, welcome packets, and linens
- Take call 1-2 nights per week, one weekend during the summer, and during participant checkout
- Collaborate with RHCs and student coordinators to develop a list of stayover students each weekend
- Collaborate with Resident Assistants to create and distribute messages to stayover students regarding important details for their weekend
- Maintain clear and consistent communication with other Lead Staff and Professional Staff
- Coordinate weekly participant scholarship Thank You note list.
- Ensure safety of participants
- Assist with discipline issues
- Actively engage with participants in activities
- 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
- 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
- Energetic and Positive attitude
- Attention to detail and emphasis on safety
- Valid US driver's license with fewer than 6 points (MI or other state equivalent)
- Completed Michigan Tech Public Safety Van training

## Desired Knowledge, Skills, and/or Abilities

- Experience working with youth in a mentoring situation
- Supervisory experience

## Work Environment

*Michigan Technological University is an Equal Opportunity Educational Institution/Equal Opportunity Employer that provides equal opportunity for all, including protected veterans and individuals with disabilities.*

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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.