



1400 Townsend Drive, Houghton, Michigan 49931-1295

Summer Youth Programs

Phone: (906) 487-2219 Fax: (906) 487-1136

Website: www.syp.mtu.edu

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SYP Residence Counselor Job Description

Basics:

- June 16 – August 3, 2019 (up to six weeks of employment)
- Must attend a paid Summer Youth Programs orientation the week before employment begins
- Base Salary: \$10.00 per hour (up to 40 hours per week) plus room and board for the weeks you are working
- Hours will vary from week to week, use these only as a guideline:
 - Sunday: 7:00 AM - 1:00 PM
3:00 PM - 4:00 PM (participant orientation)
8:30 PM - 11:00 PM (occasional duty until 2:00 AM)
 - Monday-Thursday: 7:00 AM - 9:00 AM or 11:30 PM - 1:30 PM
9:00 PM - 11:00 PM (occasional duty until 2:00 AM)
 - Friday: 7:00 AM - 9:00 AM or 11:30 AM - 1:30 PM
10:00 PM – 12:00 AM (occasional duty until 2:00 AM)
 - Saturday: 7:00 AM – 12:00 PM and evening staff meeting
 - One day off for every two consecutive weeks worked.

Requirements:

- Have completed at least one year of college or have equivalent experience
- Must have flexible schedule to accommodate weekend and evening work
- Understand that you are a role-model to the students attending the programs and therefore must follow all student rules
- Have flexibility/adaptability (plans constantly change based on student demands)
- Welcome diversity and enjoy working with students from many different cultural, ethnic, & economic backgrounds
- Always support the rules of the program (the number one priority is to ensure the safety of our students)
- Be willing to be a counselor (authority figure) first, and a friend second
- Maintain a positive work atmosphere by behaving and communicating in a manner that supports students, staff, parents and the public in general
- As counseling is a full time position, **you must obtain prior written approval to report any hours (over-time) worked on the Michigan Tech campus for the duration of your counseling employment.** Violation of this policy could result in termination of your employment with Summer Youth Programs
- Submit to and pass a state of Michigan background check prior to employment

Duties/Responsibilities:

- Responsible for cultivating participant/counselor interaction during meals and during nightly meetings, making door signs
- Responsible for all aspects of residence hall living for participants, including leading participants (ages 12 - 18) in nightly residence hall meetings (on-floor meetings), assisting with discipline issues, ensuring the safety of participants
- Create a sense of community between program participants and counseling staff
- Work as a team with other counselors, sharing information and duties
- Lead weekly registration and student orientation on Sunday afternoons
- Be energetic and have a positive attitude
- Be willing to participate in activities such as the variety show, dance, skits, etc. with students

Desired Qualifications:

- Valid United States driver's license with fewer than 6 points (Michigan or other state equivalent) and have completed and passed the Michigan Tech Public Safety Van online test. Call our office before and after you complete the test so that we can provide you with the required account number
- Experience working with youth in a mentoring situation