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## Summer Youth Programs

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# Lead Residence Counselor (LRC) 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 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 experiencing a lot of firsts while creating a strong inclusive culture and maintaining a positive morale. A strong sense of empathy and respect for your coworkers are definite must-haves for this position.

## Compensation and Work Timeline

- Late May - early August (6wk employment plus 3wk required training)
- Base Salary: \$11.25 per hour (up to 40 hours)
  - Supervisor approval is required for any hours over 40/week
- Paid training
- Room and board is provided for the weeks you are working
- Meals are provided during your shift in the residence hall
- Hours are variable and may include some nights/weekends. All Lead Staff are expected to take 1-2 on-call shifts per week in which you are expected to sleep in the Residence Hall. The table below may be used as a guideline but does not reflect on-call shifts.

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

- Provide strong and compassionate peer leadership to a diverse team of Residence Counselors, managing schedules, taking responsibility for creating a positive work culture and aid in meeting their duties and responsibilities
- Manage staff schedule with RHC
- Lead daily Residence Counselor meetings
- Provide performance reviews and direction to Residence Counselors
- Confidentially manage participant medical and behavioral issues
- Assist RHC with rooming issues and mitigation of roommate 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, SYP Expectations and linens
- Maintain visibility and availability with staff and students through regular social interaction
- 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 and Professional Staff
- Coordinate weekly participant scholarship Thank You note list, ensure collection and return of them to Logistics Office for dispersal
- 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
- Maintain a positive outlook and be able to energize others positively
- Attention to detail and emphasis on safety
- Valid US driver's license with fewer than 6 points (MI or other state equivalent)
- CPR/First Aid with AED Training\*

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\*Training provided prior or during orientation

## Desired Knowledge, Skills, and/or Abilities

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

## 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 two week long paid training 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.