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| Upward Bound Summer Staff 2009 | Assistant Residential Coordinator (ARC) |
| Position Description: | The ARC is a temporary, full-time staff member in residence during the summer program whose primary function is to assist the Residential Coordinator (RC) and manage activities, thereby providing supervision and support necessary for the smooth operation of an Upward Bound summer residential program for 60 high school students. |
| Preferred Dates of Employment: | May 27- September 2, 2009; some dates of employment are negotiable. |
| Duties: | <ol style="list-style-type: none"> a. Plan, coordinate, implement and supervise a variety of summer activities, including field trips, evening activities, family barbeque, and student productions. b. Work closely with Upward Bound permanent staff, director, and residential staff in planning and supervising activities. c. Perform the duties of the RC in his/her absence. d. Plan and present workshops during new student orientation. e. Maintain a safe environment for students and staff f. Work cooperatively with other staff to ensure that grant objectives are met. g. Maintain ongoing communication with students, staff, supervisors, and appropriate campus officials regarding activities and incidents that occur within the summer program. h. Enforce Upward Bound rules and regulations. i. Provide resource and referral information to residents. j. Participate in all staff training and development sessions held prior to the summer session and staff meetings held throughout the session. k. Perform other duties as assigned by permanent staff members and the Residential Coordinator. |
| Qualifications: | <p>Recognizing the importance of peer role models, the Upward Bound Program makes a concerted effort to employ personnel who have overcome barriers similar to those confronting our student population. The ARC should have:</p> <ul style="list-style-type: none"> • At least one year's experience working in a TRIO Program or other similar program and/or be a former TRIO participant. • Be familiar with secondary school students and the difficulties they face. • Completed at least three semesters of college and be enrolling in college or graduate school again in the fall. • A valid driver's license. • First Aid and CPR certification (expires after 8/7/09) <p>Beneficial qualifications include:</p> <ul style="list-style-type: none"> • Prior experience in planning activities for a summer program. • Familiarity with College of the Redwoods procedures and policies. |
| Salary: | Starts at \$9.87/hr. Additional years are paid \$10.37/hr plus room and board. |
| <i>Summer staff may not hold other jobs or assume any other major commitments, including enrollment in college classes, during the summer session.</i> | |



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