

Upward Bound Summer Staff 2009	<h1>Residential Coordinator (RC)</h1>
Position Description:	The RC is a temporary, full-time staff member in residence during the summer program whose primary function is to provide day-to-day supervision and support necessary for the smooth operation of an UB 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. Supervise the residential staff and students in the residence halls during the six-week summer program. b. Maintain a safe environment for students and staff. c. Assist the UB Director and lead residential staff in training exercises and staff meetings. d. Work cooperatively with all other staff to ensure that program objectives are met. e. Oversee dorm office during business hours f. Maintain ongoing communication with students, staff, supervisors, and appropriate campus officials regarding activities and incidents that occur within the summer program. g. Provide encouragement and motivation for students regarding their academic priorities h. Enforce UB rules and regulations. i. Assist in supervising various administrative duties including room inventories, key control, check in/check out, USDA checklists, and program records compilation j. Perform other duties as assigned by the permanent UB staff.
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 participants, the RC should have:</p> <ul style="list-style-type: none"> • At least two 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 • Either continuing college in the fall or a recent college graduate. • 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 supervisory experience in a summer program or residence management experience • Familiarity with College of the Redwoods procedures and policies.
Salary:	Starts at \$12.50/hr. Additional years paid \$13.00/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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