

Upward Bound 2021

Summer Residential Staff Job

Descriptions

Residential Coordinator (RC) \$16/hour, (1 position): At the top of the residential staff the RC works closely with staff to help facilitate the Summer Program that could be held in-person or virtually due to COVID restrictions. These responsibilities include: pre-summer planning; working closely with UB permanent staff to assist with training, oversight, and delegation of duties; mentoring participant; and other related tasks. We are looking for an organized and upbeat role model with leadership and residential program experience. First review of applications: March 1, 2021.

Assistant Residential Coordinator (ARC) \$15/hour, (1 position): The ARC is another key member of the leadership team who, in addition to acting as the RC in their absence, plans and coordinates activities throughout the summer that will be held either in-person or virtually due to COVID restrictions. The ARC's responsibilities include; pre-summer planning, assisting with staff training, coordinating, and overseeing activities, mentoring participants, and other related tasks. The ideal ARC will have residential program leadership experience. First review of applications March 1, 2021.

Residential Advisor (RA), \$14/hour, (multiple positions with day & night shifts): The RA will mentor participants, lead activities, enforce rules, and other duties necessary for the smooth operation of the summer program that will be held either in-person or virtually due to COVID restrictions.. The ideal RA team member will have related experience and interest in mentoring youth. First review of application: March 1, 2021.

*Priority is given to applicants who have been participants in outreach programs for disadvantaged youth or who have faced and overcome similar barriers as our participants.

Lifeguards and Van Drivers (hours vary): Various events throughout the summer require a certified lifeguard and/or driver for a 12-passanger van. Please contact us if you are interested in either of these positions.

You are encouraged to apply for more than one position. Contact our office for complete descriptions and qualifications for each position as well as for any questions you may have.