

**Upward Bound 2025**  
**Summer Residential Staff**  
**Job Descriptions**

**Residential Coordinator (RC) \$18.50/hour, (1 position):** At the top of the residential staff the RC works closely with staff to help facilitate the Summer Program. 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. Must have a valid driver's license and be comfortable driving a van or SUV to transport students to and from events. First review of applications: March 1, 2025.

**Residential Advisor (RA), \$16.50/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. The ideal RA team member will have related experience and interest in mentoring youth. First review of application: March 1, 2025.

\*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, \$20/hour (hours vary):** Various events throughout the summer require a certified lifeguard and/or driver for a 12-passanger van or SUV rental through Enterprise. Must be 21 years and old and possess a valid driver's license. 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.**