



SEASONAL RESIDENTIAL COORDINATOR

Role Responsibilities & Requirements

CONTEXT & INTRODUCTION: The Governor's Institutes of Vermont deliver 11 dynamic summer learning Institutes for Vermont high school youth on college campuses around the state. They take place between mid-June and the end of July and vary in length between 5-14 days. Each Institute is delivered by 1-2 Program Directors (or by a PD and an Assistant Director) and a team of faculty and staff/residential advisors (RA's). The structure of the staff teams varies slightly Institute to Institute. We are looking for three dynamic, seasoned and enthusiastic professionals to become GIV's first inter-Institute Residential Coordinators (RC). Each RC will staff 3-4 Institutes in their entirety. The goals of the positions are to add depth of experience in youth program management along with logistical and student services support while maintaining the individual character of each Institute. Ideally, we are looking for candidates that have experience in adolescent mental health, behavioral, social and emotional support. Background knowledge or academic studies in STEM or Arts & Humanities is also encouraged. *The specific day-to-day role and tasks of the RC will vary Institute to Institute based on needs articulated by the Program Director, and issues/needs arising.*

ROLE RESPONSIBILITIES:

- Assist Program Directors in managing/overseeing day-to-day activities and providing logistics & administrative support at one and two week GIV Institutes in June and July;
- Create meaningful connections with all students, and provide support to students with specific social, emotional, physical, behavioral, mental health needs;
- Ensure rules and regulations are being followed, and that there is a safe and nurturing environment during unscheduled/non-content hours/blocks including free time, meals and or dorm-time;

- Monitor and facilitate a positive experience for all students at Institutes and proactively and sensitively check in with students who may be struggling;
- Solo or with the staff team, create and/or facilitate “community building” activities as needed;
- Liaise regularly between students and Program Directors and readily communicate updates and details to Program Directors and other staff as applicable;
- Provide additional supervision and support and daily check-ins to the RA/staff team, and liaise as needed between the staff team, nurse (if applicable) and the Program Directors;
- Assisting students (and Institute Nurse where applicable) with daily medications and other physical health needs as they may arise;
- Provide monitoring and age-appropriate interventions as needed for cliques emerging at Institutes (positive or negative groupings of students), and other group and individual dynamics such as monopolizing participation, exclusion or isolation, bullying, disengagement or acting out;
- Be present (in-residence) at Institutes for the duration of the program, attend as many program components as practical, including staff and faculty training and staff meetings;
- Provide “behind the scenes” support: shopping for snacks/supplies; setting up rooms; event or activity set up; taking photos; posting to social media;
- Accompany students and staff on field trips or to off-site activities as needed;
- Communication and wherever possible in-person meeting(s) between RC and Program Director ahead of the Institute.

ROLE REQUIREMENTS:

- Previous (and/or current) educational experience with youth/young people, preferably with high-school aged students in formal/non-formal educational environments, schools, summer camps, sports, gap or semester abroad trip leading, etc.;
- Experience with and demonstrable skills in providing social/emotional/behavioral support to high school aged students, including knowledge of cues and behaviors that may indicate issues;
- Solid base knowledge of and sensitivity to high school age interpersonal and individual dynamics, pressures, stresses, norms, expectations, gender dynamics, being away from home and learning differences;
- Proven effective and proactive communication skills interacting and liaising with multiple groups and stakeholders in a time sensitive manner;
- Currently has, or is working towards, bachelor’s degree in a corresponding field: education, youth mentoring, counseling, psychology, sociology etc.; Graduate work/Master’s Degree preferred, but not required.

- Ability to work long hours in a demanding environment: RC's are expected to stay on campus.
- Ability to effectively manage tasks and students, sometimes in large groups:
- Knowledge of and ability to facilitate ice-breakers and effective community-building activities
- Positive, respectful, diplomatic and professional attitude and role-modelling: it is of the utmost importance to maintain a positive environment for EVERYONE involved at Institutes;
- Able to effectively manage and deal with issues arising at Institutes: especially the stress and anxiety associated with being away from home/not knowing many people/new environments;
- Successfully complete FBI fingerprint-based criminal background check;
- Adaptability, flexibility, good judgment, problem-solving and diplomacy skills combined with physical/emotional and mental stamina are essential;
- Ability to integrate in a wide variety of settings and communicate with a wide variety of people and supervisors;
- Current CPR, 1st Aid, Mental Health First Aid course or similar a plus, but not required;

ADDITIONAL INFORMATION ABOUT THIS ROLE:

- RC's provide their own transportation to Vermont college campuses. You will be reimbursed for travel expenses to Institutes.
- Room and board on campus provided for duration of each Institute
- If there are breaks between Institutes, RC will provide their own room and board for those days/weeks;
- Period of employment and availability will vary by Institute assignment; RC's must be available for at least 6 weeks between June 1 and July 30; this will include a RC training to take place in the first 2 weeks of June in Vermont;
- Pay is \$4,000 for the summer season;
- RC's will confer with Program Directors prior to the start of each Institute to determine daily needs and schedule, including rest time and time off;
- No health insurance is provided for this seasonal position; GIV provides workers comp insurance to all employees;
- *It is the intent of GIV to recruit, hire, train and promote all persons in all job classifications and in all capacities of voluntary participation without discrimination on basis of national origin, race, ancestry, color, ethnicity, age, gender, marital status, medical condition, mental or physical disability, religious creed, or sexual orientation. All personnel actions, such as compensation, benefits, transfers, layoff, return from lay-off and organization sponsored training and education will be administered in accord with principles of equal employment, in compliance with Title VII, Civil Rights Act of 1964 and the provisions of related Vermont Civil Rights and Fair Employment Laws.*

APPLICATION PROCESS AND TIMELINE:

1: **To Apply**, submit a resume and cover letter tailored to the requirements and specifics of this role to the GIV Programs Manager, Barry Steyling: barry@giv.org. In your cover letter, please address the following:

A: Your areas of expertise based on the responsibilities listed above. In particular, reference any student support/residence life, logistics or administrative work and any mental health, behavioral, social and emotional learning support. We are not necessarily seeking candidates who have equal experience in all of these areas: if some are stronger for you, please describe that. We will be placing RC's at Institutes based on a combination of needs and experience.

B: If you have any academic, professional or personal interests/background in the subject areas of our 11 Institutes, please describe that.

C: Why do you want to work for GIV and why should you be considered for this role?

Having read this application carefully and thoroughly, if you are interested in applying, but have questions about the role before applying, contact Barry at the above email or at 802-865-4448.

2: Candidates will be invited to interview in person or via phone/skype/zoom etc.; if applicants are not advancing in the hiring process, they will be notified promptly. Applications will be considered on a rolling basis.