RESIDENTIAL COUNSELOR JOB DESCRIPTION
NATIONAL SUMMER TRANSPORTATION INSTITUTE
University of Vermont Transportation Research Center

Overview
The National Summer Transportation Institute is a two-week residential camp at the University of Vermont (UVM) for twenty high school students. The program blends academics, transportation-themed speakers and workshops, and field trips. Participants learn about the mass transit system, energy and the environment, and career options in the transportation sector. To learn more about NSTI visit the UVM Transportation Research Center (TRC) website at http://www.uvm.edu/trc and click on “Summer Transportation Institute.”

Residential Counselor positions are currently available for the 2010 NSTI. The Residential Life staff will be employed for a two-week period, Sunday, August 1st through Friday, August 13th. Additionally, there will be two days of training on Thursday, July 29 and Friday, July 30.

General Job Description
Residential Counselors’ (RC) primary charge is to provide supervision for campers and ensure their safety and well-being. RCs supervise campers during meals, free time, special events, and field trips. RCs are expected to assist with pre-session planning and preparation and post-session activities, participate in staff meetings, and lead and organize social and recreational activities for campers. Counselors are expected to serve as leaders, counselors, disciplinarians and role models throughout the program, including during class time. Counselors are available to the campers and staff 24 hours per day during the camp session, except when off duty. Counselors are usually off duty one 24-hour period per session. During the day when campers are in class, counselors are assigned to daily duties, including assisting in the classroom and walking students between classes, and free time on a rotating basis. All camp counselors and participants live on the UVM Campus.

Counselor’s Responsibilities to Participants:
• Supervise participants
• Clearly articulate program rules and expectations to students
• Fairly and consistently enforce program rules
• Plan, prepare, and lead recreational and social activities
• Be a positive role model for participants
• Establish good relationships with participants by initiating conversations and play activities, and conducting residential meetings. Counselors should communicate daily with each student in their living group.
• Promote a sense of community by teaching and modeling cooperation, respect, and responsibility in the residential living environment; encouraging participants to interact with one another and creating opportunities for them to do so
• Encourage and support the participants’ academic interests
• Facilitate participant problem solving through active listening, guidance, and conflict mediation
• Seek assistance when needed from colleagues and supervisors
• Ensure safety at all time

Counselor’s Responsibilities to Staff:
• Behave professionally
• Attend and participate in all training activities and staff meetings
• Work cooperatively with program directors and instructors
• Provide thoughtful feedback and support to colleagues, supervisor, and administrators
• Share duty coverage with team members
• Effectively communicate with all staff members
• Be prompt

Counselor’s Administrative Responsibilities:
• Know and comply with all policies and procedures
• Perform required administrative duties, such as check-in and check-out, information gathering and dissemination, and monitoring facilities needs
• Complete necessary documentation and evaluations
• Keep supervisor and administrators informed about relevant camper issues
Tentative Daily Schedule:
The following schedule is general in nature as each day will be somewhat different.

7:00 am  Counselors should be awake and make sure that their campers are getting ready for the day.  Breakfast
8:00 am  English class
9:00 am  Math class
10:00 am Journal writing, science class, or SAT prep
11:00 am Speaker session or field trip
12:00 pm Lunch
1:00 pm  Afternoon activities will vary – field trips, labs, SAT prep, etc.
5:15 pm  Dinner
6:00 pm  Free time
7:00 pm  Evening activities will vary – journal writing, studying, transportation-themed movies, counselor-led activities
10:00 pm Return to floor; floor meetings every other day
11:00 pm Counselors check that campers are in their rooms with the door locked and lights out

Qualifications:
All candidates must have completed at least one year of college or university education and must have an established record of professional and personal responsibility.  Counselors must enjoy spending structured and unstructured time with young people; have the ability to work cooperatively with the counseling team; and be able to plan and lead recreational activities. Experience with young people ages 14-17 is preferred, as is previous camp counselor or residential advisor experience.

Compensation: Room, meals, field trips and activities plus a stipend of $1,200 ($1,700 for lead counselor)

Application information:
Applications must be received by April 23, 2010. Interviews will be scheduled in early May and hiring decisions will be made by early June.

Contact Info:  Tom McGrath
UVM Transportation Research Center
Farrell Hall
210 Colchester Avenue
Burlington, VT 05405
(802) 656-9864, email: tmcgrath@uvm.edu

General Staff Rules & Policies:
- The consumption of alcoholic beverages in the presence of students or at any time in campus housing or classroom facilities is prohibited.
- The possession and/or use of illegal drugs is not allowed at any time, on or off campus.
- No smoking is allowed in the residence hall or in view of campers at any time.
- Being an NSTI counselor is a full-time job.  Counselors should not have other jobs or take classes during camp.
- No overnight guests are allowed in the residence hall while camp is in session.  All guests must be escorted in the dorm at all times.
- Staff members are expected to attend all staff meetings and training sessions.
- Staff members should be on or near campus at all times, except during designated time off.
- Staff members are expected to act as role models at all times.  This includes treating all campers and staff with respect and refraining from inappropriate language, sarcasm and the discussion of inappropriate subjects (drinking, sexual innuendoes, where your tattoos are located, etc.).
- Staff members must sleep in their own rooms each night that camp is in session.
- Staff should not be in a camper’s room after lights out unless it is an emergency.
- Personal relationships between staff members may not interfere with their job responsibilities.
- Under no circumstances should staff become romantically or too personally involved with campers.
- Staff should never strike or restrain a camper.
- Staff is prohibited from using UVM Transportation Research Center’s logo or pictures from camp that can be associated with NSTI on any social networking site.
- Violation of any of these rules or policies may result in automatic dismissal.