



2024 Campus Director All Campuses Job Description

What is Summer Springboard?

Summer Springboard was founded to give college-bound teens a supportive environment where they can explore their personal and academic passions. Our innovative pre-college summer programs, offered at some of the nation's leading colleges and universities, combine the benefits of an academically challenging summer experience with tools and frameworks for personal leadership development and self-discovery.

We are seeking **Campus Directors** for our programs during Summer 2024. Part-time employment begins May 2024 and transitions to full-time in June/July through July/August 2024 (depending on campus location). Applicants must be available to work all sessions at selected campuses/groups or campuses (i.e. GA Tech/Duke). All campus locations and tentative dates are listed on our [website](#) and below.

Position Responsibilities

Campus Directors are the fearless leaders of the Summer Springboard Program! We are seeking dynamic individuals who are not only great managers and administrators but believe in our mission. As Campus Director, you will be afforded the opportunity to change lives and help teenagers realize their potential, dreams, and passions.

The Campus Director manages a team of Residential Staff who work directly with the students. The Campus Director will also lead certain activities with the entire group of students.

The Campus Director reports to the Program Director located at Summer Springboard HQ in San Diego. They will be required to live alongside students and will have responsibility for the students 24/7 while programs are in session. There are three phases to the Campus Director role:

Pre-Program: From May through mid-June you will assist in program preparations in cooperation with HQ staff. Our HQ staff will be responsible for organizing program logistics (including but not limited to excursions, ground transportation, and off-campus meals), but the Campus Director may be required to assist in planning as well as in the hiring of the residential staff. The Campus Director will assist in delivering the pre-program training sessions (virtual and in-person) in coordination with HQ staff. While the work will increase as we approach the start of programs, we estimate an average of 8-10 hours per week from April through mid-June. The Campus Director is required to participate in person in Directors' training (location TBD and travel expenses covered). Campus Director may be required to change campus locations throughout the Summer.

Program: There are generally 4-6 weeks of actual programming on the campus. During this time the Campus Director will oversee and execute the daily operations of the programs, including programming, budget management, and logistics. They will be directly responsible

for student conduct, discipline, health, and safety. In addition, the Campus Director will supervise, collaborate with, and lead all Instructors and Residential staff, in addition to working with university staff. On certain matters, the Campus Director will be responsible for communicating with parents of students and serving 24/7 on-call for any emergencies. After each program session, CDs will provide course and performance feedback to Instructors based on the results of the student evaluations.

Post-Program: The Campus Director will oversee the wrap-up of their campus location. This includes the pack-up of the program, budget, and staff reconciliations, and debriefing with HQ staff and campus partners.

These are the main areas of work for the Campus Director, but like any position that involves working with young people, no two days are the same. The fast-paced environment and constant changes are part of the appeal that draws so many of us to this field. The Campus Director will be faced with different scenarios and new challenges and will be expected to be flexible, communicative, as well as know when to ask for support from the HQ team, and be graceful under pressure.

Qualifications and Skills

Required Qualifications:

- Bachelor's degree; **Master's degree preferred**
- Student or college campus residential life experience; familiarity with specific campus or location
- A **minimum** of four years experience in a classroom, camp, or educational setting
- CPR + First Aid Certification (valid certification prior to the first program start date)
- Mastery, experience, and passion relating to and working with teenagers and young adults
- Administrative and logistical experience
- Ability to organize, monitor, and uphold crisis management plans and regular safety procedures
- Exceptional planning, prioritization, and execution skills
- Strong culture and relationship builder who actively engages and builds relationships with families, staff, and students
- The ability to communicate in a direct and sensitive fashion with students, parents, and staff
- Calm under pressure and ability to manage stress and balance others
- Energetic and possess stamina and endurance: program days are intense and full!
- Professional demeanor and strong work ethic
- Ability to work independently and lead, support, and encourage a staff team

Important Notes

- Staff will be subject to background checks prior to employment.
- For staff working at the below programs
 - California campus programs, an additional LiveScan from the California Department of Justice is contingent on hiring.
 - Yale campus program, an additional BCIS background check from the Connecticut Office of Early Childhood is contingent on hiring.
 - Boston campus program, an additional CORI/SORI background check from the Massachusetts Criminal Offender Record Information is contingent on hiring.
 - GA Tech campus program, an additional Youth protection form must be completed successfully
 - Duke campus program, an additional background check, and University-specific online training are required for hiring.
 - International Campus programs, staff are required to complete background checks in the last country of 2 + years residence.
- Staff must commit to working all sessions at their designated campus, plus be available 4-5 days prior to the start of Session 1 and one day after the final concluding session. Please see [Summer Springboard](#) website for up-to-date session dates. There will be scheduled time off and breaks during the days for all staff.
- ***International Campus programs offer all staff an independent contract, meaning staff is responsible for paying taxes in their country of residence.***

Compensation and Benefits

- Competitive weekly stipend ranging between \$1,200 - \$1,600
- Full room and board is provided at the designated campus during Pre-Program Training and duration of program sessions. Summer Springboard does not provide housing or meals for staff arriving early or departing late.
- Travel to and from training and campus program
- Professional development and networking opportunities
- The ability to make an impact on students and their future

How to Apply

- Please complete our [staff application](#)
- Because of the large number of applications we receive, we are not able to reply to all applicants.

Note: Summer Springboard programs are not run by our campus partners. Universities and their affiliated departments are not responsible for the Summer Springboard program in any way.

Tentative Programs and Dates are as follows:

Light Orange boxes - position has been filled

| Campus Location + Team | Session 1 | Session 2 | Session 3 |
|---------------------------|---------------------------------|---------------------------------|---|
| Yale | Session 1: June 16 - 28 | Session 2: June 30 - July 12 | Session 3: July 14 - 26 |
| UC Berkeley Team A | Session 1: June 16 - 28 | Session 2: June 30 - July 12 | Session 3: July 14 - 26 |
| Boston* | Session 1: June 16 - 28 | Session 2: June 30 - July 12 | |
| GA Tech/Duke* | Session 1: June 16 - 28 | Session 2: June 30 - July 12 | Session 3: July 14 - 26 |
| UC Berkeley Team B | Session 1: June 23 - July 5 | Session 2: July 7 - 19 | Session 3: July 21 - August 2 |
| UCLA*/Washington | Session 1: June 23 - July 5 | Session 2: July 7 - 19 | Session 3: July 21 - August 2 |
| Georgetown* | Session 1: June 23 - July 5 | Session 2: July 7 - 19 | Middle School: July 21 - 26 - see table below |
| Cal Poly SLO | Session 1: June 30 - July 12 | Session 2: July 14 - 26 | |
| New York | Session 1: June 30 - 12 | Session 2: July 14 - July 26 | |
| UC San Diego | Session 1: June 30 - 12 | Session 2: July 14 - July 26 | Session 3: July 28 - August 9 |
| Paris, France/Oxford, UK* | Session 1: June 30 - 12 | Session 2: July 14 - July 26 | Session 3: July 28 - August 9 |



- *UCLA operates S1 & S2 (the team moves to Washington for S3)
- * GA Tech operates only Session 1 (the team moves to Duke for S2 & S3)
- *Paris operates only Session 1 (the team moves to Oxford for S2 & S3)

UC Berkeley operates with two separate teams (Team A and Team B) on different dates

Campuses in blue have the same team: The Campus Director + team move from one campus to another in between sessions (there will be only one pre-program training session prior to session 1 - a brief follow-up campus tour to familiarize with new surroundings at the second campus).

Summer Springboard will provide transportation between locations.

Middle School

| | Session 1: July 7 - July 12 | Session 2: July 14 - July 19 | Session 3: July 21 - July 26 | Session 4: July 28 - August 2 |
|--------------------------------------|---|---------------------------------|---------------------------------|-------------------------------------|
| UC Berkeley Middle School | | | | |
| Georgetown Middle School | Session 1: July 21 - July 26 | | | |