

## **Job Description: Student Coordinator**

### **What is Summer Springboard?**

Summer Springboard is much more than an academic summer camp. Our mission at Summer Springboard is to help students increase their self-awareness so they can make decisions about college selection, academic majors, and career planning that reflect their personal vision for success. Our innovative pre-college summer programs, offered at some of the nation's leading colleges and universities, combines the benefits of an academically challenging summer experience with tools and frameworks for personal leadership development and self-discovery.

[Watch our Summer Springboard video here!](#)

We are seeking **Student Coordinators** to join our team on the campus of **UC Berkeley and Yale University**.

Session 1: June 20 - July 2, 2021

Session 2: July 4 - July 16, 2021

Session 3: July 18 - July 30, 2021

**\*Note: applicants are ideally available to work all three sessions, but it's not required.**

**Student Coordinators** are an integral part of the Summer Springboard team. We are seeking energetic, fun, and engaging individuals to inspire our teens to become the best version of themselves. Student Coordinators will report to and be under the direct supervision of the Campus Director. If you're looking for a meaningful summer job opportunity, then look no further!

### **Position Responsibilities**

Student Coordinators (SC) will be responsible for supporting the daytime supervision and activities of students such as:

- Organize recreational activities in afternoons and evenings
- Supervise outdoor sports & athletics
- Facilitate workshops and discussions
- Accompany students on airport transfers at start/end of program

This is a non-residential position, so this will appeal to candidates local to area. Expected work hours are 7-8 hours/daily, Monday-Friday plus the first Sunday of each session. Lunch is provided.

### **What is a Great Student Coordinator?**

1. **Mediator:** Mediating conflict and maintaining a positive group dynamic
2. **Model:** Be a role model to your students. Possess a good attitude.

3. **Caretaker:** Take care of the physical and mental health of your students
4. **Listener:** Be an active, empathetic listener
5. **Facilitator:** Facilitate meaningful discussion and reflection. Demonstrate the ability to facilitate individual conversation.
6. **Teammate:** Offer proactive assistance to your team members, for the good of the overall program

#### *Training*

- Participate in virtual training with Summer Springboard HQ staff and Campus Director
- Attend a one day in-person training at the UC Berkeley or Yale campus prior to the start of the first program session
- Read and prepare questions on all the resources provided by Summer Springboard

#### *Plan for and prepare for the program*

- Read through and complete all staff forms and paperwork in a timely manner
- Participate in introductory and planning calls with your Campus Director or Program Manager
- Become familiar and comfortable with the program schedules, structure, resources, staff responsibilities, and Summer Springboard's 5-Point Safety Plan and other emergency and health procedures and policies

#### *Work to uphold positive group dynamic*

- Protect the health and safety of students at all times
- Facilitate or co-facilitate team building and reflection activities, as well as parts of the Summer Springboard curriculum
- Work as part of a team to create a successful, safe, and fun learning environment for students
- Enforcing the rules and policies of Summer Springboard and those of the university's residence life department, dining services, campus safety
- Mentor and counsel students through personal growth experiences
- Meet regularly with supervisor and residential staff
- Hold students accountable for their behavior, enforce rules, and conduct policy
- Confront and respond appropriately to any violation of Summer Springboard rules
- Use common sense and good judgment when interacting with students and staff

#### **Required Qualifications**

- Currently enrolled in college or graduate school (At least 2 years of undergraduate experience by the summer of employment) OR Bachelor's degree
- Minimum of 2 seasons working in a camp setting or experiential learning environment or equivalent

- Exhibit positive behaviors/attitudes and serve as a role model for students
- Two years experience working with teenagers
- Exceedingly personable and positive demeanor
- Group management experience and cross-cultural awareness
- Collaborative in nature; skilled in problem solving and communication
- Good physical and mental health. Staff must possess the ability to actively participate in all elements of the program's experience
- Natural aptitude to motivate and energize students in a variety of settings and situations
- Facilitation experience with team building and leading workshops, or interest in gaining experience
- Proactive in nature with the ability to anticipate team and student needs and ready to volunteer and take on responsibilities

### **Required Certifications**

- CPR and First Aid for adults certification. Any advanced certification (WFA/WFR) is also accepted
  - Note: Summer Springboard does not accept online CPR/First Aid certifications. Certifications must be attained prior to staff's contract start date and will be at the expense of the candidate
- Advanced degree a plus

### **Preferred Extras**

- Experience with the university campus where you will work
- High school counseling experience
- Prior experience as a Resident Advisor or Camp Counselor

### **Important Notes**

- Student Coordinators will be subject to a background check prior to employment. For staff working at any California campus location, an additional LiveScan from the California Department of Justice is contingent for hiring
- Student Coordinators must commit to working an entire session, and preferably all three sessions at the UC Berkeley/Yale campus
- Student Coordinators must be able to get themselves to the campus on work days

### **Compensation and Benefits**

This position is seasonal with 30-40 hours of work a week.

- Competitive hourly wage
- Lunch provided on workdays
- Professional development and networking opportunities
- The ability to make an impact on students and their future

## How to Apply

1. Complete application using the [following link](#). Applicants who do not complete the entire application process will not be considered.
2. Summer Springboard will review your application. If your application is selected, you will be invited for a first round interview via Spark Hire, the video interview platform used by Summer Springboard. Subsequent interview rounds for outstanding candidates are conducted via video with the Campus Director and Program Manager.
3. If you make it through the interview process successfully, Summer Springboard will run a background check and contact your references. Upon successful clearance, you will be offered a position!

*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.*