RESIDENT DIRECTOR JOB DESCRIPTION

Resident Director (RD) provides direct supervision of all Resident Assistants (RAs) and provides support to student participants. In addition, the RD plays a vital role in developing a positive, safe, and enriching program experience for the RAs and students. The RD works closely with the program manager, resident assistants, students, and professional staff.

The Resident Director Must Be:

1. Committed to creating an inclusive environment where all students can reach their potential emotionally, socially, intellectually, physically, and culturally.
2. Willing to encourage the RAs and students to reach their highest potential while at the program.
3. Open to efficient and effective communication with the program administrators, RAs, students, and staff.
4. Able to develop a genuine connection with program administrators, RAs and students while being empathetic and considerate of everyone's experiences.

Overview of Assignments, Responsibilities and Duties

The following provides an overview of the types of duties, activities, and responsibilities which are assigned to the Resident Director.

Assignments:

The assignments include, but are not limited to:

1. Supervision of up to 20 RAs
2. Oversee up to 20 students
3. Maintain a record of the RAs schedules and ensure all are on or off duty as assigned
4. Chaperone and supervise student activities
5. Assist professional staff with preparation, organization, and instruction of activities
6. Oversee RAs and students during mealtime
7. Overseeing weekend and evening activities
8. Supervise "late watch" rounds of the dormitory to enforce curfew and lights out
9. Enforce the rules, regulations, and policies of facility housing as well as the information provided during staff orientation
10. Attend scheduled training sessions and staff meetings
11. Meet paperwork deadlines and/or other responsibilities as assigned by the program manager, including media releases and evidence of the required clearances

Specific Responsibilities:

1. Resident Director will work the second shift everyday (approximately 3:00p.m. – 11:00p.m.)
2. Assist students with checking in and out of housing
3. Keep accurate record of names, room assignments, activity sign up and all the RAs/students' schedules
4. Report any illness, accident, or behavior problems to the program manager in a timely manner
5. Respond to emergencies as appropriate and report to the program manager immediately
6. Report cases of lost, damaged, or stolen property to the program manager
7. Report any maintenance issue and/or damages to equipment and/or rooms to the program manager
8. Post, read and maintain, as confidential, all information, announcements or notes pertaining to the students
9. Communicate with the program manger to plan and review new activities

Essential Duties:

1. Ability to communicate clearly in person and/or in written format
2. Ability to relate to students and staff in a professional and productive manner
3. Ability to coordinate and implement planned activities
4. Ability to travel independently while performing all job duties
5. Ability to independently complete all listed assignments, responsibilities, and duties

Training

Resident Directors will be required to participate in training sessions prior to the arrival of the students. Attendance at scheduled training days is mandatory for employment.

Training Areas Will Include:

- Program Overview
- Resident Assistant Roles and Responsibilities
- Information on working with individuals who are Blind and Visually Impaired

Period of Employment, Payment and Compensation

Employment will require mandatory attendance at the RA training orientation days and the ability to work the full length of the program:

- Virtual Training Day: May 23rd, 2023, from 12:30p.m. to 4:30p.m.
- Resident Director Arrival: June 22nd, 2023, by 12:00p.m.
- Summer Academy Program: June 24th to June 30th, 2023

Pay Rate:

- The Resident Director position will be paid a daily rate of $200.
- Work will average 8-10 hours per day.
- Any hours worked beyond the daily schedule due to programmatic needs will be paid at a rate of $20 per hour.
- Daily work will vary based on the Summer Program schedule. The RD is required to work the second shift (approximately 3:00p.m. – 11:00p.m.)

The Resident Director assumes the responsibilities of the program manager in the event that the program manager is off duty. When the RD functions as the program manager, the rate of pay will be $250 per day and will include all duties of the program manager and the overnight "on call" responsibilities.

Housing/Meals/Parking:

- Housing, meals, and parking are provided.

Payments:

- All employees will receive a paycheck via mail approximately 60 days from the end of the program.

Dismissal

If, in the judgment of the Program Administrator, the Resident Director is not meeting the job responsibilities as cited in this document, the person will be dismissed.

Application Process

To apply, please visit: [2023 Summer Academy Employment Application]