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Job Description

Title of Position: **Summer Resident Advisor**
Supervisor: General Manager/Summer Resident Director
Dept. /Div.: Administration
Date Prepared/Revised: February 2024
Exempt/Non-Exempt: NE
File Name: Summer Resident Advisor.doc

I. JOB SUMMARY

The Summer Resident Advisor is responsible for assisting with Summer Camp Operations conducted within Bromley Hall. The Summer RA will assist with check-ins and check-outs, perform Day/Night Director duties, and articulate policies relating to supervision and safety to the campers and staff. Summer RAs' period of employment will vary from year to year. However, camps will typically begin in mid- to late-May and continue through the end of July. ***Tentative Report Date: June 1st, 2024 & End Date: July 31st, 2024***

II. DUTIES

1. Day/Night Director Responsibilities

- a. Summer RAs serve on a rotating basis as "Day Director" from 8:00 AM - 4:30 PM on select days, as well as "Night Director" from 4:30 PM to 8:00 AM. The Day/Night Director is responsible for the building during assigned shifts and communicating any issues to the Resident Director.
- b. During the assigned shift, the Day/Night Director must remain in the building and be available to the front desk at **ALL** times.
- c. The Night Director is responsible for the following:
 - Completing Night Director Report (the result of complete building rounds, twice nightly)
 - Emergency Calls – Promptly informing the Resident Director of meaningful information.

2. Front Desk Responsibilities

- a. An obligation to staff the front desk from 4:30 PM – 12:00 AM on a rotating schedule. The front desk position is in addition to the Day/Night Director responsibilities.
- b. Understand all front desk procedures after training is provided.
- c. Dress in appropriate business casual attire when working at the desk.

3. Floor Responsibilities

- a. Decorating the floors' bulletin boards, keeping them up to date and intact.
- b. The Summer RA is required to visit regularly with all campers on his/her floor.
- c. Informing management when there are any maintenance issues observed on their floor.
- d. Summer RAs will be responsible for cleaning up any unsightly messes occurring on their floors, e.g. broken glass, vomit, trash, etc. The necessary tools for such work are provided.

4. Evening Responsibilities

- a. To be in the building between 8:00 PM - 7:00 AM if there are campers on their floor; all others must return to their respective rooms no later than 2:00 AM.
- b. On the first day of each camp, each RA will hold a short meeting with his/her campers to welcome them and to go over Bromley Hall policies.
- c. Conduct bed checks at 10:30 PM and 11:00 PM.

5. Check-ins and Check-outs

- a. Camp check-ins and check-outs are mandatory for all Summer RAs.
- b. Camp registrations typically last 2 hours, on average start around 1:00 PM and continue through 4 PM; However, these times are subject to change for various camps and can require some early morning hours.

6. Other Responsibilities

- a. Summer RAs are responsible for conducting building tours when needed. Summer RAs should be familiar with the building tour procedure and be ready to conduct tours when called upon.
- b. To have a reliable cell phone. It is vital that an RA be accessible via phone while working shifts.
- c. Training will be provided so that the required knowledge and skills are assimilated. They must completely familiarize themselves with their floors, the building, and its operation.
- d. Opportunities to work paid shifts, such as Coaches Lounge, lifeguard, and social events.

III. SKILLS

- A. *Interpersonal:* The RA must have good written and oral communication skills. S/he must be able to use interpersonal skills to interact with internal and external customers.
- B. *Cognitive:* The RA must be able to manage multiple tasks, to prioritize duties and to take the initiative in developing effective means of handling items within his/her job.
- C. *Physical:* This position is moderately stressful and may become more so during busy times of the summer.

IV. WORK ENVIRONMENT

- A. *Conditions:* Typical office setting in a non-smoking temperature-controlled workspace. The RA is expected to live in the residence hall.
- B. *Equipment* The RA will routinely utilize the following: computer, telephone, copy machine, and printer.

V. POSITION REQUIREMENTS

- A. *Qualifications*
 - Good written and oral communication skills.
 - Excellent interpersonal skills and customer service.
 - Demonstrated leadership skills.
 - Willingness to accept responsibilities.
 - Possess an appreciation for differing viewpoints.

