

JOB DESCRIPTION: DORM COUNSELOR
Summer Enrichment Program
College of Education, University of Oregon

July 1- August 2, 2009

The Dorm Counselor is responsible for supervising and providing recreation activities for students during the hours when students are not in class. These hours include late afternoons, evenings, and weekends. Each Counselor is assigned to and lives on a dorm floor with approximately 15 students and, with assistance from one Junior Counselor, has primary responsibility for the overall physical and emotional health and safety of these students during each two-week session. In addition, all Counselors are responsible for the general supervision and support of all program participants as needed.

The time commitment for this position is considerable. Beginning July 1, counselors are required to live and eat in the dorms. Counselors are on duty Monday through Friday from 2:00 p.m. to 8:00 a.m. and Saturday and Sunday on a twenty-four hour basis. Each counselor is scheduled for one full day (24 hours) off each week. Students must be adequately supervised at all times. (Students range from eleven to sixteen years of age).

Qualifications:

- Experience working with groups of children, preferably middle school-aged.
- Proven ability to interact with youth in a supportive, safe and encouraging way.
- Ability and willingness to be on duty from 2:00 PM to 8:00 AM, Mon.-Fri. and on 24-hour basis on Sat. and Sun.
- Ability to maintain high level of energy and motivation for working with students.
- Ability to pass a criminal history check.

Duties and responsibilities include but not limited to:

1. Attend pre-program orientation (July 1 – July 4) including pre-program staff meeting on Friday evening, July 3.
1. Develop a theme for dorm floor and create appropriate floor decorations and name tags.
1. In conjunction with the Junior Counselor Supervisor, supervise the Junior Counselor assigned to the Counselor for each session, providing daily feedback and on-the-job training.
1. Assist students and their families at Registration (July 5 and 19) and Check-outs (July 18 and August 1).
1. Serve as a resource and support for students by advising and assisting with personal problem solving.
1. Conduct daily floor meetings for students, striving to create a cohesive and mutually supportive group of students.
1. Supervise students during breakfast and dinner meals.
1. Assist Recreation Supervisor in developing and coordinating afternoon, evening and weekend recreational activities.
1. Maintain a daily log of student progress reports and complete an evaluation of each assigned student at the end of each two-week session.
1. Attend daily counselor staff meetings.
1. Abide by all the rules and regulations of the Summer Enrichment Program and the University of Oregon.

Line of Responsibility:

The Dorm Counselor is directly responsible to the Counselor Supervisor.

Salary: 1,200.00 plus room and board

Contact: Chris Case, SEP Program Coordinator
Youth Enrichment and TAG Programs
5259 University of Oregon
Eugene, OR 97403

(541) 346-1405
Fax: (541) 346-3594
Email: cacase@uoregon.edu
www.uoyouth.org

The University of Oregon is an affirmative action, equal opportunity institution committed to cultural diversity and compliance with the Americans with Disabilities Act.

APPLICATION DEADLINE IS MARCH 20, 2009.

PRIOR EXPERIENCE WITH THE SUMMER ENRICHMENT PROGRAM IS DESIRABLE BUT IS NOT REQUIRED.

This publication will be made available in accessible formats upon request.



UNIVERSITY OF OREGON

Position you are applying for: **COUNSELOR**

Summer Enrichment Program

Youth Enrichment & Talented and Gifted Programs College of Education, University of Oregon

Name of Applicant: _____
Last First Middle

Permanent Address: _____
Street City State Zip Code

Current Address: _____
Street City State Zip Code

Telephone: _____ E-mail: _____ Citizen of the USA: _____

EDUCATION HISTORY

School	Name and Address	Degree/ Date	Field of Study
High School			
College			
Post Graduate			
Other			

Describe further details of your training or education which are pertinent, including certification (attach separate sheet if necessary)

Have you been convicted or have charges pending for a misdemeanor, felony or major traffic violation? Yes (explain) No
If yes, have you ever had such convictions expunged?

One of the requirements of employment is that all **instructors** licensed by the Teachers Standards and Practices Commission have complied with ORS 181.539, and all **instructors** not requiring licensure have complied with OAR 581-022-1730 with respect to fingerprinting.

Do you agree to comply with whichever rule covers you? Yes No

OCCUPATIONAL HISTORY

List positions held, starting with the most recent. Use additional paper as needed.

Dates From:	Employer & Address	Employer Phone Number
To:	Position held & summary of duties	
Dates From:	Employer & Address	Employer Phone Number
To:	Position held & summary of duties	
Dates From:	Employer & Address	Employer Phone Number
To:	Position held & summary of duties	

APPLICATION QUESTIONS

Please answer the following questions concisely on a separate sheet of paper:

1. What, if any, experience do you have with children, particularly those exhibiting high abilities?
2. What, if any, supervisory or leadership experience do you have?
3. What, if any, experience do you have as a mentor or acting in a similar role?
4. What, if any, experience do you have with conflict management or conflict resolution?
5. Describe anything else that would make you a unique or ideal candidate for this position.
6. Describe any first aid training you have had, including current certification, if any.

I hereby certify that there are no willful misrepresentations or falsifications on this application.

Signature: _____ Date: _____

Complete and return application materials with three (3) letters of recommendation to:
 Chris Case, Coordinator
 Summer Enrichment Program
 5259 University of Oregon
 Eugene, OR 97403-5259h