



Summer in Farmington



PORTER'S CENTER
FOR GLOBAL LEADERSHIP

POSITION DESCRIPTION

Title: Residential and Community Advisor (Weeks 1-3)
Department: Porter's Center for Global Leadership (PCGL)
Job Status: Seasonal Camp
Reports to: Director of Summer Programs
Travel: During Summer Programs (as needed)

POSITION SUMMARY:

Residential and Community Advisors (RCAs) for Summer in Farmington work closely with the Summer Program's Leadership Team to oversee the residential life program.

Leading up to Summer in Farmington, they will work collaboratively with the Director of Summer in Farmington to review and establish the rules and norms for residential life. As a team, RCAs will work to establish routines and practices within the dorms, as well as a set of expectations for campers and counselors. They will undergo extensive training on residential life protocols and practices, in collaboration with our Director of Summer in Farmington and Director of First Aid, to support their work during the summer.

During camp, the Residential and Community Advisors' primary responsibility is to foster a safe, inclusive community for campers within their affiliated dorm: this includes, but is not limited to, organizing nightly activities, supporting camper life in the dormitories, and facilitating conflict resolution as needed. The RCAs will partner with the Director of Summer in Farmington to plan and execute activities in the dorm that foster camp culture; they will also work together to navigate conflict that arises between counselors and campers. The RCAs will also oversee the Counselors assigned to their dormitory and are responsible for supporting and empowering Counselors in their role in the dorm. RCAs will be responsible for developing and executing counselor training - as is relevant to residential life, managing counselor assignments and performance, and observing and evaluating counselors' work in the dorms, daily. RCAs will hold brief meetings with the counselors in their dorms, daily, following lights out to debrief and offer support.

RCAs are hired for three weeks with the intention of building continuity and community within the dormitory environment (dormitory housing is provided during the program). They are expected to be present in the dorm every night from 8:30 p.m. - 11:30 p.m., and on-call in the dorm from 11:30 p.m. - 8:30 a.m. RCAs will attend daily meetings with the Summer in Farmington Leadership Team and other RCAs to discuss day-to-day operations and review the safety and wellbeing of campers and counselors.

Outside of residential life, RCAs will attend and support afternoon and evening activities on a rotating basis, reporting to the Director of Student Activities. They are required to attend dinner daily in the dining hall from 5:30-6:30pm. During the weekend, RCAs are responsible

for the campers remaining in the dorm and helping to prepare the dormitories for the next group of campers: this includes, but is not limited to, overseeing technology time, supervising super clean, helping campers to move belongings, care and upkeep of common spaces, etc.

To learn more about Summer in Farmington, [visit our website](#).

ESSENTIAL FUNCTIONS:

Pre-camp:

- Collaborate with the Director of Summer in Farmington to review and establish rules and norms for residential life.
- Establish routines and practices within the dorms, alongside the other RCAs; this will also include establishing expectations for both campers and counselors.
- Work with fellow RCAs to develop community initiatives that can be completed in the evening in the dorms.
- Undergo extensive training on residential life protocols and practices in collaboration with the Director of Summer in Farmington and the Director of First Aid.
- Partner with the Director of Summer in Farmington to create dorm and roommate assignments for campers.
- Attend staff orientation and provide program-specific protocol review.
- Craft and host training sessions for Counselors regarding residential life.

Program weeks:

- Maintain a safe, inclusive environment in the dorm, in accordance with the rules, norms, and routines mutually agreed upon by the residential life team.
- Support the social-emotional needs of campers, ensuring a safe and nurturing environment; this includes providing guidance on emotional well-being, helping campers navigate social-emotional challenges, and promoting a supportive atmosphere where all campers feel valued and cared for.
- Be present and engaged nightly from 8:30 p.m. - 11:30 p.m. to oversee residential life in the respective dorm; they will remain on-call in the dorm from 11:30 p.m. - 8:30 a.m.
- Plan and execute activities in the dorm in collaboration with the Counselors and Director of Summer in Farmington.
- Collaborate with counselors to ensure that all rules, expectations, and practices are in place consistently throughout camp.
- Develop and implement counselor expectations, managing counselor assignments and performance within the dormitory environment.
- Hold nightly meetings with Counselors to cultivate a community of support, respect, and accountability.
- Meet regularly with the Director of Summer Programs to discuss the day-to-day operations of Daisy Days, campers of concerns, etc.
- Participate in Camper Support Meetings every other day with members of the Leadership Team to review participants' needs and care plans.

- Communicate with the Director of First Aid as needed to ensure that campers are receiving appropriate first aid and care.
- Administer nightly and as needed medications to campers, under the direction of the Director of First Aid.
- Meet regularly with other RCAs to ensure alignment of practice and offer support.
- Support afternoon and evening activities on a rotating basis, supporting engaging and joy activities for campers.
- Prepare dormitories for campers, including setting up spaces and routines.
- Supervise campers remaining on campus during the weekend, as needed.
- Attend lunch and dinner daily.

Post camp:

- Debrief with Counselors on residential life in Summer in Farmington.
- Craft, distribute, and collect evaluations from Counselors and compile key takeaways and insights, making notes for the following summer.
- Craft, distribute, and collect evaluations from campers and their families and compile key takeaways and insights, making notes for the following summer.
- Meet with the Director of Summer Programs to discuss programming, budget, staffing mode, and new programs/ changes.

QUALIFICATIONS:

- Has a sincere desire to work with youth grades 6-9 from all backgrounds.
- Experience working in summer camps, after-school programs, childcare, or similar environments, specifically in a leadership role.
- Experience in residential life is preferred; familiarity with residential life protocols and practices is required.
- Supervisory experience in training, managing, and evaluating staff.
- Strong leadership abilities, including, but not limited to, team building, peer mediation, communication skills, problem solving, and fostering community.
- Willing to actively pursue and fulfill the goals and mission of Miss Porter's School Summer Programs.

REQUIREMENTS:

- At least 21 years of age.
 - Counselors are required by law to pass a background check with the Connecticut Office of Early Childhood.
- Previous experience as a Counselor or Head Counselor with Summer in Farmington
- Completed all required online training modules and employment paperwork by July 1, 2024.
- Attends all mandatory spring staff trainings, dates TBD.
- Completion and submission of proof of physical.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Interested candidates should send a resume, cover letter and references electronically to careers@missporters.org attention. Please include "Residential and Community Life Advisor" in your subject line.