



Head Residential Assistant WCATY Summer Programs

RA Training: June 23-25, 2017 at UW-Madison

Accelerated Learning Program: June 25 – July 15, 2017 at UW-Madison

Summer Transitional Enrichment Program: July 16 – 29, 2017 at UW-Madison

Young Students Summer Program: July 30 – August 5, 2017 at Wayland Academy

The Head Residential Assistant (Head RA) reports to the Site Coordinator and is responsible for the residential aspects of summer programs, including staff training, daily recreational activities, and coordination of daily staff meeting leading to disciplinary decisions. The Head RA will also supervise a group of students to which they are assigned.

The Head Residential Assistant must be available to work at *all three* of the following summer programs:

Accelerated Learning Program: June 25 – July 15, 2017 at UW-Madison

Summer Transitional Enrichment Program: July 16 – 29, 2017 at UW-Madison

Young Students Summer Program: July 30 – August 5, 2017 at Wayland Academy

The responsibilities of the Head RA include the following (also see RA position description):

Before the Program: (May-June)

1. Work with the Site Coordinator and Program Director to review returning staff and hire residential staff.
2. Meet, talk on the phone or share information via email with the Site Coordinator and Program Director to discuss and plan compulsory and noncompulsory student recreational activities. Along with the Site Coordinator, make necessary arrangements to facilitate major activities and trips, and make recommendations about purchasing necessary supplies.
3. With the Site Coordinator, review and proof last year's RA handbook and make recommendations for changes/updates.
4. With the Site Coordinator, establish procedures for student arrival and registration, and coordinate development of student behavioral expectations and disciplinary procedures.
5. With the Site Coordinator and Program Director, review and create modified behavioral contracts for students with special situations.
6. Plan and lead residential staff training, including discussion of planned recreational schedules and activities, disciplinary procedures, social/emotional discussions, and scheduling of staff members' days off.

During the Program (June-August):

1. Supervise a group of approximately 10-13 Residential Assistants and follow all guidelines, procedures, and job requirements for RAs.
2. Coordinate and supervise daily compulsory and noncompulsory recreational activities, including the student talent show, lip sync competition, field trips, dance, banquet and awards ceremony, etc.
3. Lead daily meetings of the residential staff, discussing scheduled recreational activities, student issues, etc. Keep a log of student/staff concerns; determine appropriate disciplinary consequences for rule infractions.
4. With the Site Coordinator, supervise and handle student disciplinary cases according to protocol established for the program. Confer with the Site Coordinator/Program Director as needed and when students may need additional disciplinary action.

5. Supervise the RA staff: ensure that RAs are fulfilling their job requirements fully, help resolve conflicts between staff members, ensure that WCATY rules and guidelines for staff conduct are observed at all times. Any problems in staff performance should be discussed with the Site Coordinator.
6. Assist the Site Coordinator in working with the host institution to ensure the smooth delivery of recreational aspects of the program, which may include: scheduling facilities for non-academic activities; working with the university's food services department; obtaining and scheduling fleet vehicles; and coordinating delivery of health services.
7. With the Site Coordinator and University Health Services staff, identify appropriate medical responses should an issue involving a student's health arise, and make sure that RAs are keeping up with their block's health needs. Make sure that all students have attended morning, afternoon, and evening med pass with the University Health Services Staff. Communicate with the health office about "frequent flier" students and appropriate medical responses.
8. If there is sufficient student interest and involvement, supervise the production of a student yearbook to be distributed on the last day of the program.
9. Communicate with the Site Coordinator about any necessary purchases and long-term investment options.
10. With the Site Coordinator, maintain social media sites posting daily updates and announcements for WCATY community.
11. Ensure that Concern/Incident Reports are completed by all appropriate persons for any incidents occurring during recreational time that could result in liability or that could affect a student's status in the program (including student or staff illness or injury, behavioral issues, or property damage). Copies of the forms must be filed daily with the Head RA, who will share relevant information with the Site Coordinator.
12. Attend meetings of the Student Leadership Council, and assist the Site Coordinator in supervision of this advisory group. The Leadership Council must convene within the first two days of the program and then at least weekly throughout the program.
13. With the Site Coordinator, supervise opening and closing day procedures including check in, check out and departure of students, and counselors' participation in Opening/Closing Ceremonies. Coordinate the collection of photos, names, and cell phone numbers for a summer directory.
14. Track the meal ticket usage and help to identify trends (instructors, staff, guests, and commuter students). That number should be reported at the end of every week.
15. Communicate daily with the instructional staff regarding student concerns/issues, class time and location changes, and ideas for partnerships.
16. Be the person "on call" for evening issues and emergencies when the Site Coordinator and the Program Director or off campus.
17. With the Site Coordinator, submit a program evaluation. The evaluation should include:
 - a) Description and evaluation of the daily functioning of the residential program, with suggestions for improvement. Include any memos, forms, schedules or lists that would be useful for future Head RAs/Site Coordinators/Program Directors
 - b) Evaluations of the RAs
 - c) Evaluations of students who should not be invited back or invited back with reservation and/or on probation.

Approximate daily schedule for ALP:

7:00 – 8:30 a.m. RAs address students concerns (dorm & at breakfast)
8:30 – 8:50 a.m. Large group morning meeting
9:00 – 2:00 p.m. RA free time, rotating lunch coverage
2:00 – 3:00 p.m. RA meeting, prep time for activities
3:10 – 5:00 p.m. RAs are in charge of organized sports activities
5:00 – 6:00 p.m. Dinner with students
6:00 – 8:00 p.m. Study time for students – RA free time
8:00 – 10:00 p.m. RAs supervise movies, events, sports/games, etc.
10:00 – 11:00 p.m. Meetings/announcements, preparations for bed
11:00 p.m. Lights out for students/RA staff meeting
11:00 – 7:00 a.m. RAs are expected to remain in the dorm and be available for emergencies

Approximate daily schedule for STEP and YSSP:

7:00 – 8:30 a.m. Breakfast; Room Cleaning and Community Service
8:30 – 9:00 a.m. Morning Meeting
9:00 – 3:00 p.m. RA free time, rotating lunch coverage, planning
3:00 – 5:00 p.m. Afternoon Recreational Activities
5:00 – 6:30 p.m. Dinner and Student Supervision
6:30 – 8:30 p.m. Evening Recreational Activities
8:30 – 10:30 Dorm Meetings, Students prepare for bed
10:30 Lights Out (10:00 for YSSP students)
10:30 – 11:00 p.m. RA staff meeting
11:00 – 7:00 a.m. RAs are expected to remain in the dorm and be available for emergencies

****On the STEP and ALP middle weekends, RA's are responsible for morning, afternoon and evening supervision and planning for activities, events and field trips.**

Salary: Total compensation is \$3,450-\$3,750 (\$575-\$625 per week) depending on experience; a housing and meal plan is included.

Please complete the accompanying RA application form with a cover letter indicating your interests and qualifications for the Head Residential Assistant position and mail, fax, or email the completed forms no later than **February 24, 2017** to Katie Effertz at effertz@wisc.edu.

2016 Seasonal Employment Application-Head Residential Assistant WCATY ALP, STEP & YSSP Programs

Name _____
(First Name) (MI) (Last Name)

Permanent Address _____ Telephone (____) _____

City, State, Zip _____ Gender (please circle): Female Male

E-mail Address _____

Cell Number: _____ Work Number: _____

School or Temporary Address _____

City, State, Zip _____ School Phone (____) _____
(if different from above)

Dates you are at this address: _____ Have you worked for WCATY previously? _____

The Head R.A. Position **must be** available during the period of June 24 - August 6 for the following dates and locations:

Accelerated Learning Program: June 26 – July 16, 2015 at UW-Madison

Summer Transitional Enrichment Program: July 17 – 30, 2016 at UW-Madison

Young Students Summer Program: July 31 – August 6, 2016 at Wayland Academy

***Please either attach your full resume –OR- fill out the remainder of this application.**

EMPLOYMENT		
<u>Place of Employment</u>	<u>Position</u>	<u>Dates of Employment</u>

EDUCATION		
<u>Schools Attended</u>	<u>Coursework or Degree</u>	<u>Dates of Attendance</u>

REFERENCES (Provide up to three)			
<u>Name</u>	<u>Position/Relationship</u>	<u>Phone</u>	<u>Email</u>

