



## **Head Residential Assistant WCATY Summer Programs**

RA Training: June 2018

Young Students Summer Program: June 24-30, 2018

Accelerated Learning Program: July 1 – July 21, 2018

Summer Transitional Enrichment Program: July 22 – August 4, 2018

The Head Residential Assistant (Head RA) reports to the Program 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** summer programs (ALP, STEP and YSSP)

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

### **Before the Program: (May-June)**

1. Meet, talk on the phone or share information via email with the Program Coordinator to discuss and plan compulsory and noncompulsory student recreational activities. Along with the Program Coordinator, make necessary arrangements to facilitate major activities and trips, and make recommendations about purchasing necessary supplies.
2. With the Program Coordinator, review and proof last year's RA handbook and make recommendations for changes/updates.
3. With the Program Coordinator, establish procedures for student arrival and registration, and coordinate development of student behavioral expectations and disciplinary procedures.
4. 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, 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 Program Coordinator, supervise and handle student disciplinary cases according to protocol established for the program. Confer with the Program Coordinator as needed 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 Program Coordinator.
6. With the Program 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.

7. Communicate with the Program Coordinator about any necessary purchases and long-term investment options.
8. 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).
9. Attend meetings of the Student Leadership Council, and supervise this advisory group. The Leadership Council meets every Wednesday.
10. With the Program 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.
11. Communicate daily with the instructional staff regarding student concerns/issues, class time and location changes, and ideas for partnerships.
12. Be the person “on call” for evening issues and emergencies when the Program Coordinator is off campus.
13. With the Program 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/Program 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.

\*\*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.

## Head Residential Assistant Application

Submit your resume and cover letter with the following form:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Best contact e-mail Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Preferred gender:  Female  Male

Have you worked for WCATY previously?: \_\_\_\_\_

Have you participated in WCATY programs as a student? \_\_\_\_\_

Are you available for all three of our residential programs?  Yes  No

Accelerated Learning Program, UW-Madison (Grades 9-12) – July 1- July 21, 2018

Summer Transitional Enrichment Program, UW-Madison (Grades 7-8) - July 22 – August 4, 2018

Young Students Summer Program, UW-Madison (Grades 4-6) June 24-30, 2018

### 2018 Employment Application Timeline:

April 15, 2018: Application deadline

\*Applicants are encouraged to apply early because interviews will take place on a rolling basis.

Mid-January-Mid May: Applications are evaluated, select applicants are interviewed

Mid May: Program Director will confirm hiring status and position(s)

Please submit resume, cover letter, and completed application to WCATY.

To submit your application, send it to Katie Effertz, WCATY Program Coordinator

[effertz@wisc.edu](mailto:effertz@wisc.edu)

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