



wcaty

Wisconsin Center for Academically Talented Youth
University of Wisconsin - Madison

Residential Facilitator Application

Young Students Summer Program: June 24 – June 30, 2018, UW-Madison

Accelerated Learning Program: July 1 – July 21, 2018, UW-Madison

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

The Residential Facilitator (RF) is responsible for overseeing the residential side of each program. This includes co-running training with Head Residential Assistants, supervising residential staff, and troubleshooting student issues throughout the program. As a part of the residential staff, the RF will help to maintain a friendly and safe environment among students in the residence halls and during other non-academic activities.

Specific responsibilities include the following:

Before the Program:

- Plan and facilitate Residential Staff training held on the weekend prior to the beginning of the program.
- Meet with the Site Coordinator in the week prior to camp to make final preparations for residential programs
- Complete all employment forms, online trainings, background checks, and send verification to WCATY
- Prepare and work to achieve a smooth, clear, and friendly registration/orientation process.

During the Program:

- Direct and supervise the Head Residential Assistant(s) and RA's in designing and implementing evening and weekend activities for students. On the STEP and ALP middle weekends, RAs are responsible for all supervision and planning for activities, events and field trips.
- Work with the instructors and especially the Educational Assistants to understand and support students' academic experiences in the program and to foster continuous communication with all summer staff.
- Indirectly ensure welfare and supervision of all camp participants. When students are not in class or with an instructional staff member, they should be accountable at all times through sign in/sign out forms, attendance checks, etc. At least one RA will supervise all informal or formal activities and events.
- Work with Head Resident Assistant(s) and the Site Coordinator on problem-solving issues that arise with students.
- Accompany students with health concerns to University Health Services Office.
- Share overnight responsibility of an emergency/duty phone with Head RA's.
- There may be other duties as emergencies arise, such as student or counselor illness, accidents or absences – be prepared to handle these as needed.
- Be a role model and disciplinarian for the students and residential assistants and maintain a professional relationship.
- As role models, staff members need to conform to student rules within the confines of the program. Employees are expected to be drug and alcohol-free when on duty and when in the presence of students. Smoking is not permitted within the dorm area for the duration of the program.
- Attend and be on time for all RA meetings, meetings with instructional staff, and other meetings/activities as assigned by program staff.
- Attend and participate in Opening and Closing Ceremonies.

After the Program:

- Assume necessary responsibilities during transition between programs (i.e. organizing residential spaces, transporting supplies, general clean-up etc.)
- Submit evaluations to Program Director.

Position Qualifications: Must have Bachelor's degree. Residential life and supervision experience preferred.

Salary: \$550-\$625 per week depending on experience; housing and meal plan is included.



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Submit your resume and cover letter with the following form:

Name: _____

Mailing Address: _____

E-mail Address: _____

Home Phone: _____ Cell Phone: _____

Gender: ___ Female ___ Male

Have you worked for WCATY previously?: _____

Have you participated in WCATY programs as a student? _____

As the Residential Facilitator, you must be available to work all three residential camps, including pre-camp training and post-camp follow up. Do you anticipate having any conflicts during the six weeks of camp this summer? Yes No
If yes, please explain: _____

If the Residential Facilitator position becomes unavailable, would you be open to consideration for the Head Residential Assistant or Residential Assistant positions? Yes No Maybe

2018 Employment Application Timeline:

March 16, 2018:	Application deadline
Late-March:	Applications are evaluated, select applicants are interviewed
Early April:	Program Director will confirm hiring status and position(s)

Employment offers are contingent on sufficient camp enrollment and a successful background check. WCATY is unable to confirm employment as a Residential Assistant until late March. This is a temporary position that lasts 6 weeks.

Please submit resume, cover letter, and completed application to WCATY.
To submit your application via email, send it to Katie Effertz at effertz@wisc.edu