Residential Life Associate Job Description

Job Requirements

- Must be at least 18 years of age.
- Must be physically and mentally capable of handling the care of campers.
- Must be familiar with and enforce all safety, emergency and Camp policies.
- Serve as a role model and provide support to Camp volunteers.
- Commit to fostering a community that celebrates our Camp values, which are inclusion, gratitude, possibility, friendship and safety.
- Be flexible with the changing needs of the program areas and evening activities.
- The ability to work with a diverse community in a multicultural environment.
- Perform other duties as deemed necessary by Camp leadership.
- All positions are residential and hired for the duration of our summer program. The time commitment is late-May to late-August.

Job Summary

The Residential Life Associate position is a member of the Leadership Team and works closely with the Residential Life Coordinator throughout the summer train and support the Residential Life staff. This includes a primary focus of supporting staff with all camper-related needs and logistics that arise. The Residential Life Associate assists with planning and facilitating trainings on supporting camper behavior and onboarding other Residential Life roles during orientation.

The Residential Life Associate role is expected to demonstrate competency in behavioral development techniques and requires the ability to work both independently and as a part of a team. This position is expected to collaborate with staff and the Leadership Team to take a proactive role in supporting camper's social, emotional and behavioral needs each session. It also requires strong organizational, communication and teamwork skills. Prior leadership experience in a camp setting or equivalent is preferred.

Job Responsibilities:

Residential Life Responsibilities

- Work and communicate closely with the Residential Life Coordinator to determine how to best support each camper's unique needs, as well as the needs of the Camp program.
- Support summer staff and volunteers in their camper interactions and behavioral interventions.

- Serve as a resource for staff and volunteers and step in as a point person for counselors when the Residential Life Coordinator is absent.
- Participate fully in summer leadership orientation.
- Check in with staff/volunteers frequently regarding camper needs and behavior.
- Provide direct therapeutic support and behavioral interventions to campers as needed.
- Prepare/distribute camper reports and relevant camper psychosocial information in preparation for each session.
- Oversee the completion of camper reports and behavioral information reports from each session.
- Assist with completing staff mid-summer and end of summer evaluations.
- Attend residential life meetings, both prior to and during each session. Facilitate meetings as needed.

Other responsibilities

- Assist in opening and closing day procedures.
- Present Camp rules at opening campfire and ensure Camp rules are followed.
- Provide updates throughout sessions to parents/caregivers as needed.
- Help coordinate staff care and support programs as needed.
- Assist in planning/facilitation of staff orientation, particularly those portions related to camper behavior and cabin responsibilites.
- Be willing to request help, advice and feedback from peers or support staff. It truly takes a village!
- Be responsible for knowing and adhering to policies and procedures contained in the Camp manual.
- Serve as a leader/role model for our Camp community.
- Attend all staff meetings and perform any other duties deemed necessary by the Camp Director and Assistant Camp Director.

Reports to

The Residential Life Associate position is directly responsible to the Residential Life Coordinator.

Our Commitment to Diversity

In keeping with Camp's core values, Hole in the Wall fosters a community of purposeful inclusion through a commitment to diversity and equity.