

Camp Launch 2024 Student Administrator: Dean of Students (3 positions) – temporary Summer 2024

Index: 2WM400

Supervisor: Dr. Mihyeon Kim | F0012L

Time Sheet Approver: Dr. Mihyeon Kim | F0012L

Rate: \$25/hour

Required Qualifications: Bachelor's Degree, background in Counseling or Education, demonstrated ability to work and multitask effectively in a complex and fast paced setting.

Preferred Qualifications: Experience working with middle- and/or high-school students. Experience working with gifted and high-ability students. Master's degree, state-issued certification or license.

Time Requirements:

Camp Launch 2024 will be held July 14 – 27, 2024. During Camp, the Dean of Students will work varying shifts (overnight shifts may be required) and should be on-call after hours, if needed for emergency camper support. All staff are required to attend a mandatory full-day Staff Orientation on Saturday, July 13, 2024. The Deans of Students will also be required to attend the virtual Instructor Orientation prior to the start of **Camp Launch**, Focusing on the Future on Saturday, July 20, 2024 (12:30pm-5:30pm), and field trips on Sunday, July 21, 2024 (times TBD), and Closing Ceremonies. In addition, the Deans of Students is expected to contribute to the planning of **Camp Launch 2024** as it relates to their roles, with additional hours, as needed, in the weeks prior to the start of the program.

General Description

The Dean of Students for **Camp Launch** is the first point of contact for Counselors, Head Counselors, Instructors and Onsite Program Coordinators to address campers' social-emotional needs, behavioral issues, interpersonal conflicts and the unique needs of the gifted population. The Deans of Students will mediate camper issues as they arise and be the lead on social and emotional issues of all campers. The Deans of Students will develop a Policies and Procedures document, referral plan and additional documents, as needed, for management of campers' needs prior to the Instructors' Orientation and will facilitate trainings at both Orientations. This person will report to the Director of Pre-collegiate Learner Programs at William and Mary, and work closely with the Administrative Operations Specialists of Camp Launch, WM staff and Camp Launch staff to ensure that the infrastructure is in place to support the campers and staff involved with the program.

Performance Duties

80% - Administration, Supervision, Mediation & Management

- Work with Director of Camp Launch prior to the program to develop policies, procedures and plans to cultivate a rewarding and supportive experience for campers.
- Serve as the lead for social and emotional needs of campers, mediate behavioral issues, and partner with stakeholders for resolutions, as needed.
- Respond to Crises involving camper's mental health (suicidal ideation and tendencies, mental breaks, violent behavior)
- Develop plans to address and resolve problems as they arise.
- Mentor groups of students throughout the Camp Launch process.
- Develop and lead Orientation sessions for Camp Launch staff related to child development, student engagement and behavior management.
- As a member of the Camp Launch Leadership Team, model, facilitate and purposefully influence the culture of Camp Launch to cultivate a positive camp climate.

15% - Communication

- Act as liaison between campers and Camp Launch staff.
- Respond to any/all issues of concern with campers by promptly communicating with appropriate chain of command.
- Readily communicate with Parents regarding camper's unique needs and develop necessary action plans.
- Advise and assist Head Counselors, Counselors, Onsite Program Coordinators to promote the positive behaviors of campers.

5% - Event Coordination

- Support special events as needed.
- Assist with other duties as assigned by WM Staff.