

Residential Summer Camp Night Supervisor – temporary summer 2025

Index: 2WM400

Supervisor: Dr. Mihyeon Kim | F0012L

Time Sheet Approver: Dr. Mihyeon Kim | F0012L

Required Qualifications:

- High School Graduate.
- Must be 21 years or older.
- Demonstrated ability to work and multitask effectively in a complex and fast-paced setting.
- Ability to work 10:00 pm -6:00 am.

Preferred Qualifications:

- Current W&M student.
- Experience working with K-12 students.
- Prior overnight shift experience.

General Description

The Night Supervisor for the residential summer camp program is responsible for monitoring dorms during night hours. This person will be responsible for walking halls and ensuring students adhere to curfew hours. Responding to questions from students and staff. Document and report any misconduct. Assisting with any emergency that may arise.

This person will report to the Director of Precollegiate Learner Programs at William & Mary. The Night Supervisor will work closely with the Program leadership, other Resident Advisors, and On-site Program Coordinators to ensure that the infrastructure is in place to support the program. And all policies and procedures are being adhered to.

Performance Duties

90% - Supervision & Management

- Maintain a high level of vigilance in the supervision, safety, and management of students and the dorm buildings during night hours.
- Engage and effectively communicate expectations with students.
- Be attentive to potential students' concerns and apprise appropriate staff members of issues.

10% - Communication

- Complete the Nightly Report each morning in a timely manner.
- Act as a liaison between students, other RA's, On-site Program Coordinators, and William & Mary staff.
- Act as a liaison with WM staff.
- Attending an Orientation.