

**Camp Launch Head Resident Advisor (4)** – temporary summer 2025 (June 1, 2025-July 26, 2025)

Index: 2WM400

Supervisor: Dr. Mihyeon Kim | F0012L

Time Sheet Approver: Dr. Mihyeon Kim | F0012L

**Required Qualifications:** High School Graduate, demonstrated ability to work and multitask effectively in a complex and fast paced setting, organizational leadership experience.

**Preferred Qualifications:** Previous **Camp Launch** experience, experience working with K-12 students, ability to drive a van (completed W&M van training).

### General Description

The Head Resident Advisor for the Camp Launch program is responsible for supporting Resident Advisors in the day-to-day supervision, guidance and safety of all co- and extra-curricular activities of the attending students. This person will report to the Camp Launch Assistant Director and the Director of Pre-collegiate Learner Programs at William & Mary. The Head Resident Advisors will work closely with the Resident Advisors, On-site Assistant Program Coordinators, **Camp Launch** Education Guidance Counselors and CFGE Staff to ensure that the infrastructure is in place to support the program. Head Resident Advisors will provide direct supervision for approximately 300 students, 24 hours a day, seven-days a week for the two-week STEM program. The Head Resident Advisors will be required to live in the dorms from July 11-26, 2025.

### Performance Duties

#### 80% - Supervision & Management

- Support Resident Advisors in maintaining high level of vigilance in the supervision, safety and management of students during all camp activities and transit between activities
- Supervise a group of Resident Advisors to ensure all **Camp Launch** procedures and policies are followed
- Lead daily Staff Meeting for Resident Advisors to debrief the previous day, relay information, and address concerns.
- Enthusiastically engage and effectively communicate expectations with campers.
- Be attentive to potential camper concerns and apprise appropriate staff members of issues
- Reside in the residence halls for the entire duration of the program
- Assist in transporting students as needed for the 2-week duration.
- 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.

#### 10% - Communication

- Monitor the submission of Resident Advisors' Daily Reports each day to ensure they are completed in a timely manner
- Act as a liaison between **Camp Launch** campers, Resident Advisors and On-site Assistant Program Coordinators, Education Guidance Counselors and Instructors.
- Act as a liaison with WM staff
- Assist in the planning and presentation of the **Camp Launch** Staff Orientation on July 11-12, 2025.

## 10% - Event Coordination

- Assist in the implementation of weekend and evening activities
- Assist in the planning and presentation of the **Camp Launch** Opening and Closing Ceremonies, the final Class Presentation Day.
- Support the On-Site Assistant Program Coordinators with any tasks related to the program