

# Yale Summer Session

**Job Title:** Yale Summer Session Residential Counselor

**Description:** The Yale Summer Session Residential Counselor is responsible for advising and counseling approximately 25 students. YSS Counselors oversee the welfare of each of their students and are often the first-responders when students have questions or problems. Counselors work under close supervision of a Senior Counselor with whom they meet weekly for reporting and planning. Throughout the summer, they participate in community duties and committee work, thereby helping to organize events and help the colleges run smoothly. The counselor will normally be housed in a double room with another counselor, and whenever possible, will be assigned to the same college throughout the summer. **To accommodate the needs of the many YSS programs and provide sufficient coverage for YSS participants, however, counselors may be asked on short notice to move to different rooms at different times during the summer.**

**Responsibilities:**

1. **Entryways:** Counselors are assigned groups of students usually residing in the same entryway as the counselor. Counselors should get to know their students well and so must be accessible and approachable. Prior to the move-in day, counselors post a calendar of days of the week in the bottom of the entryway so that posters advertising summer program regulations, emergency phone numbers, and daily events are available in one place for the counselees to see. They help ensure that this information is regularly updated. Counselors also create nametags for doors to facilitate an easy move-in day and get to know each of their counselees. Each Sunday at the mandatory All-Staff Meeting, each counselor must collect the week's posters and display them in the entryway. Counselors should regularly check in with their students and address any questions or problems quickly and courteously.
2. **Rounds:** Each counselor performs one week of rounds over the course of the summer. Each morning Monday through Friday for the week, a pair of counselors will walk through the basements and all common areas and courtyards in the colleges. Counselors on rounds must ensure all equipment, chairs, sofas, etc. are in place, and that there is no trash or general maintenance issues that must be addressed. Each day, counselors on rounds then complete and submit a report, directing any issues to the Residential Director (RD).
3. **Buttery Duty:** The Buttery manager, in consultation with the Operations Manager, assigns counselors to four nights on which they are responsible for working in the Buttery. Counselors work in pairs together with a Buttery manager during each shift. This is a great way to meet the counselees and especially important once high school students arrive, since they are bound by curfew (and spend most of their late hours in the buttery). Sunday night buttery workers are responsible for creating a poster to display the list of movies that will be playing in the buttery all week long, and they coordinate with the Web and Communications Coordinator to ensure that these posters are printed well before the mandatory Sunday night All-Staff Meeting.
4. **Lock-Out Duty:** Counselors are assigned nights on which they are responsible for lock-out duty in the (likely) event that a student becomes locked out of his or her room after the housing office is closed. Counselors on lock-out duty must stay in their assigned college with their phone charged and their ringer volume on for the duration of the night from 7pm to 8am. Students who are locked out during these hours call the counselor on duty to retrieve another keycard

from the housing office. Counselors must write down all information (student's name, key/prox number) so that the housing office can keep record of key assignments.

5. Shifts: Any pre-assigned duties (rounds, butterfly, and lock-out duty) may be exchanged with other counselors to arrange for a more compatible schedule IF (a) both counselors agree; (b) the RD and Operations Coordinator is informed; and (c) the switch is made at least 24 hours in advance of the assigned duty (so that the RD on duty is aware who is responsible for the respective shifts). For instance, a counselor who was assigned to butterfly duty until 1 am on June 30 but has an exam on the morning of July 1 may switch duties, so long as conditions (a), (b), and (c) are met. To ensure the smooth operation of the YSS program, counselors should avoid frivolous, repeated, and last-minute shift changing. **Counselors who request a shift change but are unable to secure a replacement are still responsible for covering their assigned shift.** All counselors will complete one week of rounds, four butterfly duties, and lock-out duties over the course of the summer.
6. Committees: Counselors will sign up for two committees at the beginning of the summer. Committees include Study Breaks, IMs, Running Club, Dessert Club, Culture Committee, Community Service, and several others. (Counselors can also suggest new committees that make use of their own interests and talents.) Of the two groups that counselors join, counselors are encouraged to take a leadership position in one (i.e. the "Contact Person") to facilitate good communication and a working relationship with the entire group of counselors and with the RD. Attending committee meetings on time is essential to the effective functioning of these events.
7. Trips: Counselors sign up to lead trips for the summer, which include a range of activities from the beach to the mall, concerts, laser tag, bowling, ballgames, Broadway plays, and so much more. Pairs of counselors lead each trip, which involves advertising, selling tickets at lunch and/or dinner, emailing the students who plan to participate in the trip with regard to transportation and times, and writing a brief report upon the conclusion of the trip to assess how each trip might be made smoother. Additionally, each counselor will also lead one movie trip on an assigned Friday night with another counselor.
8. Nights and Weekends Off: Counselors are required to work eight of the ten YSS weekends (that is, from Friday afternoon at 5 pm through Sunday evening) and must be on campus for each Sunday night's mandatory All-Staff Meeting. The Operations Coordinator assigns weekends off based upon each counselor's choice of dates off and by overall demand. All counselors must be in residence during registration and move-in, move-out periods. Nights off will generally be assigned a few weeks into the summer once the first wave of students have settled in and the routine of counselling is established. Nights off are a privilege which can be revoked at any time during the summer if counselors are not consistently attending to all other parts of their jobs faithfully. Nights off are available for counselors Monday through Thursday evenings upon request and availability and are scheduled by the Operations Coordinator. Each counselor will get one weeknight off each week, and the Operations Coordinator will make every effort to accommodate each counselor's choice of nights off. If a night off conflicts with a previously scheduled trip/butterfly shift/lock-out duty, arrangements must be made so that all shifts are covered.
9. If it is not your night off, you are to report to the dining halls for dinner at 5:30 to ensure a counselor presence in the dining halls and to make yourselves available to the students if they need your help. After dinner, counselors are expected to maintain a presence in common areas like the courtyards, libraries, common rooms, butterfly, game rooms, etc. This is crucial for when the high school students are on campus, because the presence of counselors helps keep order so that the students will avoid causing problems like noise, water balloons, breaking curfew, and general mischief.

10. **Registration:** Counselors that are not working registration are to help out with moving students into their dorms. Counselors work with the housing committee to escort students to their rooms with their luggage and explain about their mandatory meetings, eating, facilities, etc. At the end of the summer, counselors have to check out their students' common rooms and suites to ensure that garbage is removed, furniture is intact, and collect the students' keys and turn in to the housing committee.

**Meetings:** On most weeks, counselors will attend two required meetings: the All-Staff Meeting, held on Sunday evenings; and the Senior Counselor meeting, held during dinner time by arrangement with your Senior Counselor. You may also have other required meetings (e.g., committee meetings). **Such meetings are mandatory, and failure to attend on-time without prior release from the Senior Counselor or RD may result in dismissal.**

**Required Education and Experience:** Any currently enrolled Yale sophomore, junior, senior, or graduate student in good academic standing or any Yale alumnus is eligible to apply. The ideal candidate will have spent one or two years in a residential college. While no single formula can describe the sort of person who would make the most effective counselor, applicants should be mature students who enjoy working with others and who feel committed to the intellectual and social values of residential college life. The job also requires resourcefulness, integrity, good judgment, excellent listening skills, and energy. Previous counseling experience is a plus.

**Compensation:** Each counselor is granted free tuition for one summer course credit (\$3,900 non-transferable to another summer or institution) and a 21 meal-per-week room and board contract for the ten weeks of the program. Counselor rooms are double rooms that are shared with another counselor. Each counselor is also allowed two weekends away during the summer by pre-arrangement with the Head of Summer Colleges. No counselor may enroll in more than two summer course credits.

**Counselors may undertake limited part-time employment and other activities only if these extra commitments do not conflict with their scheduled responsibilities.**

**Additional Information:** Counselors will be required to attend mandatory training sessions before the summer classes begin and must be on campus at Yale by 4:00 p.m., Thursday, May 25, 2017, for the start of counselor training. **This training cannot be missed, made up, or sacrificed due to conflicts with other programs' commitments or training sessions.** Inability to make the training sessions will result in the forfeiture of the counselor position. Counselor duties continue through Sunday, August 6, 2017. To be effective in their work, counselors should be familiar with the academic, dormitory, and dining hall regulations of Yale Summer Session. The counselors are pledged to uphold these regulations and ensure that Summer Session students comply with them as well. This obligation is especially strong with regard to monitoring the protection of personal and university property, the residents' right to safety and quiet, and the legal control of alcohol and other drugs.

**General Conduct Statement:** Yale Summer Session is an academic community dedicated to the advancement of learning and abides by similar guidelines detailed by Yale College's Undergraduate Regulations as follow: 1) All staff and students should be committed to protecting free expression and peaceful dissent and to preserving mutual respect and charitable relations among all members of the Summer Session community. 2) Physical restriction, coercion, or intimidation of any member of the YSS community is contrary to the basic principles of the University. 3) Violations of these principles may result in immediate and permanent separation from Yale Summer Session.