

Yale Summer Session

Job Title: Yale Summer Session Trips Coordinator

Description: Reporting to both the Head of Summer Colleges (HSC) and Yale Summer Session (YSS) staff, the Trips Coordinator coordinates all off-campus trips for students in YSS programs. The Trips Coordinator will present a robust calendar of activities, purchase tickets, organize transportation, publicize events, coordinate sign-ups, and collect money from students for trips. The Trips Coordinator will work with the HSC and the Resident Directors (RDs) to organize the Residential Counselors (RCs) to lead trips, as well as personally lead some trips.

Some trips will be scheduled by the YSS Office in advance of the summer. However, the Trips Coordinator should also creatively plan and schedule some off-campus trips. There should be one trip every Saturday and Sunday while classes are in session. Additionally, there should be several smaller trips during the week to local places such as Target and the movie theater.

Yale Summer Session may adjust the activities and/or responsibilities associated with this position in response to guidance on COVID-19 from state, local, and university authorities. Any changes will not affect compensation for this position. Residential Life Staff are not responsible for enforcing public-health guidelines, although they may serve in an educational function for the Yale Summer Session community.

Responsibilities:

1. Fosters a vibrant and lively academic learning community through coordinating summer trips off-campus.
2. Coordinate charter bus transportation with the YSS Office.
3. Organizes tickets and logistics (including, where appropriate, arranging meals through Yale Dining) for trips.
4. Assigns RCs to be lead off-campus trips. This is done in coordination with the RDs to avoid conflicts with staff weekends off and on-campus duties.
5. Coordinates trip sign-ups, collects payments from students, and coordinates to the YSS Business RD on a regular basis.
6. Responsibly manages a Yale purchasing credit card and collects and turns in receipts to the YSS Business RD for reconciliation within 24 hours of each purchase.
7. Provides the Communications Coordinator with relevant trip information for the weekly activities email
8. Works with YSS staff to plan a calendar of trips.
9. Assist the First-Year Scholars at Yale residential staff as needed in coordinating their off-campus trips.
10. Ensure a Yale purchasing credit card holder is a leader on each off-campus trip.
11. Ensures all Yale University and YSS policies and procedures are followed, as well as state and local COVID-19 regulations.
12. Attends mandatory general staff meetings (generally Sunday evenings at 8:00 pm)
13. Helps organize and attends the final end-of-summer event for residential life staff.
14. Conducts themselves in a way that models the behavior expected of the students in the college.

15. Ensure that trips are fulfilling YSS's mission while also exemplifying sustainable practices, such as using public transportation when possible.
16. May perform other duties as assigned.

Preferred Experience: Prior event organizational experience preferred. Demonstrated experience working with budgets and knowledge of accounting principles preferred.

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. 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, and energy. Previous YSS counseling experience is a plus.

Compensation: The Activities Coordinator is given free room and board for the orientation period and the ten weeks of the program, plus a tuition reduction for the equivalent of one summer course credit. If the Activities Coordinator decides not to enroll in a summer course, this tuition reduction cannot be converted into a stipend. The Activities Coordinator will also receive a stipend of \$1,875.

Additional Information: The Trips Coordinator will be expected to begin the training and planning work for this position during the month of May, after the conclusion of Final exams and before YSS Residential Life Staff arrive on campus.

Residential life staff must attend mandatory training sessions before the summer classes begin, and must be on campus at Yale by 4:00 pm, Thursday, May 25, 2023, for the start of training. Training starts on Thursday evening and is held all day on Friday and Saturday, ending with the first move-in of counselees on Sunday. **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 position. Residential life staff duties continue through Sunday, August 6, 2023.

To be effective in their work, residential life staff should be familiar with the academic, dormitory, and dining hall regulations of Yale Summer Session. The residential life staff pledge 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.