ABOUT US:
The Brown University Pre-College Summer Programs enroll over 5,000 middle and high school students (12-18 years old) from all over the world to engage in first-year college level coursework, and accompanying intellectual growth. Students enroll in courses ranging from one to seven weeks in length, with hundreds of courses to choose from. This is an opportunity for inquisitive students to experience college level academics, participate in fun and challenging activities, make decisions in an independent setting, and learn from and with a diverse group of peers.

There are numerous Pre-College programs for middle and high school students to choose from, and they can be found at [http://www.brown.edu/academics/pre-college/overview.php](http://www.brown.edu/academics/pre-college/overview.php). These Leader Fellows will work with and support the students attending the Brown Environmental Leadership Lab: Rhode Island who are generally 15-18 years old.

BELL: RI is a unique option within Brown’s Pre-College Program, serving approximately 32 students per session on the Haffenreffer Estate in Bristol, RI, located 30 minutes south of the Brown campus. BELL: RI teaches environmental science, environmental studies, and leadership development, over three consecutive, two-week sessions. Most lessons occur outdoors and the multidisciplinary curriculum focuses on understanding and creating solutions to climate change while applying the knowledge, skills, and attitudes associated with socially responsible leadership. Program staff model sustainable living and teamwork. For more information about BELL: RI, [http://www.brown.edu/ce/pre-college/bell/rhode_island/](http://www.brown.edu/ce/pre-college/bell/rhode_island/)

GENERAL JOB DESCRIPTION:
The Leader Fellow position offers an opportunity for undergraduate students to live outdoors, and gain experience in fostering welcoming and inclusive living-learning communities through working in residence life for summer pre-college programs. The practical experience consists of several parts: intensive training led by professionals in student affairs; crisis management and student support; community building; academic assistance; leadership programming; and coordination through hands-on leadership experience. BELL Leader Fellows are part of a five-person staff team who supervise the students, encouraging and supporting their students’ holistic growth and well-being as individuals and as part of a larger community. Because BELL students and staff live together at the Haffenreffer Estate, Leader Fellows have a unique opportunity to bridge and cultivate learning in and out of a conventional classroom. The position reports to the BELL: RI On-site Director.

One essential component of the leadership programming is helping students develop an Action Plan that addresses a pressing social or environmental issue in their school or community. Students develop these plans at BELL, present their ideas to their peers, and work on the project when they return home.
This position requires an interest in working with college-bound high school students and engaging with them both intellectually and in a residential context. A successful Leader Fellow will have excellent organizational, communication, and leadership skills; attention to detail; the ability to follow through with assignments; and to work collaboratively as part of a team. In addition, Leader Fellows will approach their work with a positive attitude, energy, enthusiasm, a sense of humor, flexibility, and the interest to work with students and staff from different backgrounds. Ideal candidates will have a commitment to social justice and previous engagement with social change efforts. This live-in position requires staff to display professionalism, maturity, positive role modeling behavior, and good judgement at all times.

**PRIMARY JOB FUNCTIONS:**

- Build a sense of community and belonging amongst the Pre-College program students in a specific area/building. The approximately 32 students will change with each session.
  - Plan and facilitate activities and programs designed to promote community, wellness, and academic success.
  - Encourage students to attend community events offered by other staff and the School for Professional Studies.
  - Serve as a mentor and resource regarding policies and procedures.
  - Mediate roommate conflicts, and other conflicts as they arise.
  - Answer student and parent inquiries.
  - Chaperone on-campus social events and off-campus trips (days, evenings, and weekends).
- Create safe and supportive environments for Pre-College program students
  - Act as a liaison to refer students to appropriate resources as needed.
  - Report unsafe, inappropriate, and concerning behavior.
  - Enforce policies and procedures.
  - Accompany students to the hospital and/or doctors’ appointments, if necessary.
- Training Responsibilities
  - Attend and participate in Resident Assistant Training (no outside commitments during this time).
- Collaborate with other staff to build community among peers
  - Meet with supervisor for weekly one-on-one.
- Administrative work
  - Complete administrative paperwork, including but not limited to health and safety forms, duty logs, and program forms.
- Oversee an area/building with residents who change for each session.
- Learn about and understand the BELL program in order to better support their success in and out of the classroom. Work with Pre-College Program Directors, where appropriate, to support these goals.
- Work collaboratively with various departments such as Media Services, Brown Card Office, Facilities Management, Conference Services, Dining Services, and Athletics.
- Additional assignments
  - Complete other duties as assigned.
- Work evenings and weekends.

**BELL: RI SPECIFIC RESPONSIBILITIES**

- Attend and participate in additional Leader Fellow Training, which includes Challenge Course/Low Ropes facilitation training.
- Participate in Haffenreffer site set-up and take-down of facilities, including moving boxes, tents, and beds.
- Live with staff and students 24/6 on the Haffenreffer Property in Bristol, RI with one day off per session.
- Plan and facilitate activities and programs designed to promote community and curricular goals, including leadership development workshops and daily recreation time.
● Provide daily educational support to instructors and co-teaching on occasion.
● Participate in outdoor Challenge Ropes Course training and facilitation for students.
● Attend daily staff meetings
● Serve as a mentor and resource for students outside class time.
● Monitor the execution and quality of student community tasks (aka, chores).
● Work closely with other staff to ensure residential aspects of program run smoothly (meals, tents, bed checks, general routines).
● Assist students with the development of an Action Plan and provide logistical support for the Closing program and Action Plan presentations

REQUIREMENTS:
● Excellent communication and leadership skills, including comfort with public speaking.
● Strong work ethic.
● Comfort exploring diversity and social justice issues.
● High emotional and physical stamina.
● Strong interest in environmental studies/science.
● Ability to spend majority of time outdoors with exposure to summer heat and humidity.
● Ability to lift loads of up to 20 lbs. and to stand for 2 hours at a time.
● Ability to adapt to schedule changes and be flexible with unforeseen challenges.
● Openness and ability to both give and receive feedback.
● Experience working with pre-college age students, preferred.
● Facilitation and teaching experience, preferred.
● Previous residential experience, preferred.
● Alumni of BELL program, preferred.
● Must be an undergraduate student.
● Due to the nature of the work, Leader Fellows are not permitted to have other obligations, including, but not limited to, employment, internship, or academic course.
● Finalists receive a conditional offer of employment pending the outcome of a criminal background check.

COMPENSATION:
● $4050 stipend for 9 weeks.
● Contract dates are June 3 - August 8, 2017.
● Campus-based room and board during training. Housing in a tent shared with students during program.
● A short-term health insurance plan for dates employed.
● Three meals per day and snacks during the program.
● One scheduled day off per week (transportation on day off is not provided).