SPORTS CAMPS ASSISTANT
PROGRAMS: SPORTS CAMPS (6 POSITIONS)

ABOUT US:
The Brown University Summer Sports Camps enroll over 3,000 middle school and high school athletes (6-18 years old) to provide the opportunity and encouragement for each athlete to reach their fullest potential. Participants use competitive spirit and sportsmanship to develop and grow not only as athletes, but as teammates and people as a whole. Camps are coached by Brown’s varsity coaches, current Brown athletes, and guest coaches from other universities. More information at: http://www.brown.edu/academics/pre-college/sportscamps/

Occurring at the same time, 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. More information at: http://www.brown.edu/academics/pre-college/overview.php

GENERAL JOB DESCRIPTION:
The Sports Camp Assistant position offers an opportunity for undergraduate students to gain practical experience fostering welcome and supportive communities within a summer sports camp program. Each Sports Camp Assistant will assist with check-ins and check-out, and travel accommodations. The practical experience consists of several parts: intensive training led by professionals in student affairs; student support and customer service; and coordination through hands-on leadership experience. This position reports to the Sports Camp Coordinator(s) who are graduate students enrolled in a Master’s program in Student Affairs.

This position requires excellent organization, 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, a successful Sports Camp Assistant 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. 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 Sports Campers in a specific area/building with residents who change for each Sports Camp.
  o Specifically engage residents through social events hosted in assigned area/building in the evening when residents are in the building designed to promote community, wellness, and athletic success.
Create and maintain door decorations for every member of the community prior to their arrival date.
Serve as a mentor and resource regarding policies and procedures.
Mediate roommate conflicts, and other conflicts as they arise.
Answer student and parent/guardian inquiries.
Chaperone on-campus social events and off-campus trips (days, evenings, and weekends).
Provide assistance, as needed, with seven Sunday check-ins, ranging from 350 – 1,750 students each week.

Create safe and supportive environments for Pre-College program students
Act as a liaison to refer students to appropriate resources as needed.
Serve on a 24-hour emergency duty rotation, which includes conducting rounds, submitting duty logs, assisting with lockouts, offering student support, and availability via duty phone issued by Brown University.
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 Sports Camp Training (no outside commitments during this time).

Collaborate with other staff to build community among peers
Attend weekly staff meetings on Thursdays.
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.
Assist Sports Camp Coordinator and/or Program Manager with Sports Camps room assignments and/or curfew rosters as needed

Learn about and understand all of the Sports Camps in which the students in your charge are participating in order to better support their success. Work with Sports Camp Director, 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
Participate in Outdoor Challenge Ropes Course training and facilitation to students in the Leadership Institute (optional).
Complete other duties as assigned.

Work evenings and weekends regularly.

SPORTS CAMP SPECIFIC JOB FUNCTIONS:
Attend and participate in Sports Camp specific training and program preparation (no outside commitments during this time).
Assist with the check-ins and check-outs for Sports Camps, which includes:
Answer parent/guardian and student questions
Lead orientation meetings with residents
Assist parents/guardians and students with navigating campus to get to their assigned rooms

REQUIREMENTS:
Must be an undergraduate student.
Given the responsibilities of this position, only 15 hours a week of outside commitments are permitted (includes, but not limited to any employment, internships, research positions, teaching assistant positions, or educational opportunities including class requirements).
● No outside commitments from June 3 - 9, 2017 due to required training.
● Evening and weekend work is expected.
● Limited time off based on supervisor approval.
● Finalists receive a conditional offer of employment pending the outcome of a criminal background check.

COMPENSATION:
● $2,092 total stipend. Paid bi-weekly and will be prorated in the instance of early departure.
● Contract dates are June 3 - August 8, 2017.
● A single room and a meal plan.