NORTHCENTRAL MONTANA UPWARD BOUND

2023 SUMMER COMPONENT

POSITION DESCRIPTION

TITLE OF POSITION: ASSISTANT COORDINATOR (residential)
DATES OF DUTY: June 5 to July 7, 2023

CLASSIFICATION

Full Time: ____	**Regular: ____**	**Classified: X**	**Administrative: ____**	**Clerical:**
Part Time: X	**Temporary: X**	**Certified: ____**	**Support Staff: X**	**Instructional:**

PERFORMANCE OBJECTIVES:

1. Work closely with Summer Component Coordinator in all areas of the Summer Component.
2. Develop, coordinate and supervise all recreational and organized activities.
3. Responsible for maintaining student records for all recreational and organized activities.
4. Assist in enforcing all campus regulations as required by MSU-Northern and NCMUB.
5. Responsible for completing detailed narrative report of all recreational activities.
6. Attend required daily/weekly staff meetings.
7. Attend required in-service training prior to Summer Component.
8. Provide a final report of Summer Component to Program Coordinator.
9. Other duties as assigned by Program Coordinator and Summer Component Coordinator.

SUPERVISION RECEIVED:

Program Coordinator and Summer Component Coordinator.

REQUIRED QUALIFICATIONS:

1. B.A./B.S. Degree.
2. Must have a current first aid card. (If you do not have a current card, training will be provided during InService.)
3. Must live on MSU-Northern campus during the Summer Component.
4. Must be available for an interview.
5. Experience in developing and coordinating recreational and other organized activities.
6. Prior experience in working with high school youth and/or Upward Bound Students