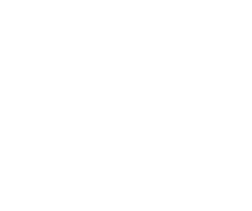
**GEAR UP Summer Leadership Academy (GUSLA)**



**ARIZONA GEAR UP**

**15451 N. 28th Avenue Suite 216**

**Phoenix, AZ 85053**

**Phone: 602.776.4616**

**Fax: 602.776.4619**

**2017 Workshop Facilitator Role & Responsibilities**

The 4 GUSLA Workshop Facilitators (WFs), under the supervision of the GUSLA Director and two Arizona GEAR UP Site Support Specialists,and incoordination with co-facilitators, are responsible for actively engaging students in college-knowledge workshops using established curricula and must be able to repeat workshops with different groups of students maintaining enthusiasm and energy with each group.  **WFs are expected to complete some workshop preparation prior to GUSLA.** WFs are not required to live in dorms with GUSLA students, but a room will be provided if necessary. WFs, like all GUSLA staff, serve as role models for students and help to ensure the safety and well-being of the students at all times.

# Program Dates

June 10 – 11, 2017 (Staff Training)

June 11 – 16, 2017 (Student Days)

# Work Schedule

* Late May /Early June – off-site preparation, est. 10 hours
* Friday, June 9, 2016 – 3pm to 8:00pm
  + *Check-in at the dorm, Allen Hall (optional).*
* Saturday, June 10, 2017 – 8:00am to 5pm
  + *Workshop Facilitator Orientation & Preparation (8:00am – 11:00am)*
  + *GUSLA Staff Orientation (12:00noon - 5:00pm)*
  + *Settle into dorm rooms (evening)*
* Sunday, June 11, 2017 – 7:30am to 5:00pm
* *Classroom Preparations* (8:00am – 11:00am)
* *Lunch, prep for student arrival, student activities (11:00am – 5:00pm)*
* Monday – Thursday, June 12 – 15, 2017 – 7:30am to 5:30pm
  + *Student Workshops (8:00am – 11:30am & 12:30pm – 5:30pm)*
* Friday, June 16, 2017 – 7:30am to 5:00pm
  + *Student Activities (8:00am – noon)*
  + *Close Camp (noon - 5pm)*
* **For more detail, please see attached schedule.**

# Specific Responsibilities

***Before the Students Arrive:***

* + Report to the Eastburn Building (Bldg #18), Room 174, on the NAU Flagstaff campus at the date and time indicated on your Offer Letter
  + Move in to assigned dorm room, if applicable
  + Attend all sessions of the orientation training
  + Prepare for arrival of students—class is ready for students, design and prepare bulletin boards, prepare materials for workshop, including having copies made, if applicable, and perform other duties as assigned

***Upon Student Arrival:***

* + Greet and assist students as they arrive on campus and assist with orientation/kick-off activities, per orientation instructions
  + Assist with student check-in

***Daily:***

* + Under the direction of NAU Staff, provide students the opportunity to experience and to participate in workshops on college preparation, self-advocacy and community service
  + Co-facilitate assigned workshops and/or community service projects
  + Ensure that students follow the schedule (attached)
  + Chaperone Dance (Thursday only)
  + Interact with students in a manner that builds their confidence and motivation, promotes positive decision making and personal responsibility, and helps develop leadership and communication skills
  + Develop positive relationships with students and provide a supportive environment
  + Collaborate to maintain order in the university facilities and residential hall
  + Attend all Workshop Facilitator briefings, if applicable

***As Needed:***

* + Advise supervisors of any disciplinary, medical, emotional, or other problems a student may be having as soon as you are aware of the problem
  + Follow established medical protocols as reviewed in orientation
  + Complete Concern/Incident/Medical Report Forms to document students’ illness, injury, misconduct, social and/or emotional issues

***Closing Day:***

* Participate in Closing Ceremony, per GUSLA Director’s instructions
  + Fulfill the responsibilities to NAU relating to departure of students: ensure that rooms and halls are clean; all students’ keys and meal cards are returned; and any furniture moved during the Program is returned to its original location
  + Assist with student departure as requested

***After Students Depart:***

* + Assist with the packing of supplies to be stored at the site
  + Ensure that any equipment borrowed or rented during the student activities is returned in good repair
  + Provide the GUSLA Administrative Assistant with an address and telephone number where you can be reached during the upcoming academic year

**Additional Expectations**

* Adhere to the GUSLA Standards for Staff Conduct (attached)
* Contribute positively to the Program’s living and learning community
* Ensure students’ physical and emotional safety
* Uphold and enforce Program rules
* Perform reasonable duties, even if not part of the job description, as assigned by supervisor

**Qualifications**

**Education & Experience**

* + Have a current teaching certificate
  + Experience working with high school adolescents
  + Previous camp teaching/counselor experience preferred

**Skills, Abilities & Aptitudes**

* **Well suited** to working with adolescents. Essential qualities are patience, a sense of humor, and an appreciation for the ways adolescents are different from adults.
* **Responsible.** Because our program is residential, all employees must assume a somewhat parental responsibility for students. They must be sensitive and caring, while at the same time firm in setting limits. They must exercise good judgment and conduct themselves professionally at all times.
* **Highly motivated**. Creativity, attentiveness, and adaptability are necessary in order to provide the best possible experience for students in the program.
* **Flexible and able to work under pressure**. Our programs are intense and fast-paced, and there is not always a clear difference between being “on duty” and “off duty.” Staff members must be able to keep up with the demands of a rigorous residential schedule and be prepared to pitch in if an unexpected circumstance arises.

**Pay Rate**

**$825.00**. You will receive your stipend when all services and job responsibilities are completed.

**Application Process**

Candidates may fax or scan and email their application:

* By fax: (602) 776-4619, Attention John Acedo, GUSLA Director
* By email: [john.acedo@nau.edu](mailto:john.acedo@nau.edu)

**Selection Timeline**

**January 9-16** Prior Year staff contacted/recruited

**January 30** Returning Staff application deadline

**Jan 16- Feb 12** Returning staff applications processed

**February 17** Returning staff offered positions

**February 29** Deadline for returning staff to submit signed offer letter, Independent Contractor Form, Stipend Form, and Background Authorization Form

**March 1-15** Recruiting for new staff, if needed

**March 15-30** New recruits interviewed

**April 2** New recruits notified of selection/non-selection

**April 15** Deadline for new staff, if selected, to submit signed offer letter, Independent Contractor Form, Stipend Form, and Background Authorization Form