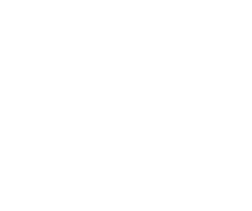
**2016 GEAR UP Summer Leadership Academy (GUSLA)**



**ARIZONA GEAR UP**

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

**Phoenix, AZ 85053**

**Phone: 602.776.4616**

**Fax: 602.776.4619**

**Site Support Specialist’s Role & Responsibilities**

The Arizona GEAR UP Site Support Specialists (SSS), during GUSLA, work under the supervision of the GUSLA Director, performing a variety of tasks to promote the mission of GUSLA. The SSS supports *Seeds*\* Facilitators during SEEDS activities per *Seeds* training provided on June 12, including helping to ensure that all TLs and students are engaged in discussions and activities and enforcing/reinforcing GUSLA rules and expectations for conduct. The SSS facilitates or co-facilitates agreed-upon Elective activity each day, Monday through Wednesday. On GUSLA Adventure Day (Thursday) the SSS facilitates repeated College Knowledge Workshops (4x/day), and work with TLs to supervise students during other Adventure Day activities, as assigned by the Director. The SSS resides in the residence hall with GUSLA students and TLs. The SSS does not have specific responsibilities during meals or overnight, but may be called upon to assist in a variety of ways, including in emergencies, when ‘off duty.’ The SSS, like all GUSLA staff, serves as a role model for the students and help to ensure the safety and well-being of the students at all times.

\**Seeds Training* is the contracted organization for programming for June 12-15, 2016 ([www.seedstraining.com](http://www.seedstraining.com)).

# Program Dates

June 10 – 12, 2015 (Staff Preparation & Training)

June 12 – 17, 2015 (Student Days)

# Work Schedule

* Friday, June 10, 2016 – 3 p.m. to 5 p.m.
  + *Assist Director in preparing for Staff & Student Orientation Sessions*
  + *Settle in the dorm*
* Saturday, June 11, 2016 – 8 am to 5 p.m.
  + *Prep for staff training (8:00am- 11:00am)*
  + *Attend GUSLA Staff Orientation (12noon- 5:00pm)*
  + *Help TLs settle into dorm room, as needed (evening)*
* Sunday, June 12, 2016 – 8 a.m. to 9 p.m.
* *Attend Seeds Training* (8:00am- 11:00am)
* *Prep for student arrival (noon- 2:00pm)*
* *Assist with student arrival, as directed by GUSLA Director (2:00pm- 3:30 pm)*
* *Assist with Student Orientation, per Director’s instructions (3:30pm- 5:00 pm)*
* *Assist in Seeds Kick Off, per Seeds training (6:00pm- 8:00pm)*
* *Be available to assist TLs and students in dorm (evening/overnight)*
* Monday – Wednesday, June 13 – 15, 2016 – 7:30 a.m. to 9 p.m.
  + *Admin. meeting (7:30am)*
* *Assist with Seeds Activities (8:00am- 11:30am)* 
  + *Facilitate/co-facilitate agreed-upon Electives (12:30pm- 2:30pm)*
  + *Assist with Seeds Activities (2:30pm- 5:00pm)*
  + *Assist with Seeds Activities (6:00pm- 9:00pm)*
  + *Be available to assist TLs and students in dorm (evening/overnight)*
* Thursday, June 13 – 16, 2016 – 7:30am a.m. to 10 p.m.
  + *Admin. Meeting (7:30am)*
  + *Facilitate assigned College Knowledge sessions (8:00am-4:00pm)*
  + *Prepare for the Dance (6:00pm- 7:00pm)*
  + *Chaperone Dance (7:00pm- 9:00pm)*
  + *Clean up after Dance (9:00pm- 10:00pm)*
* Friday, June 17, 2016 – 8 a.m. to 5 p.m.
  + *Assist with Closing Ceremony (8:00am- 11:00am)*
  + *Assist TLs and Students with packing up and departure*
  + *Close Camp (noon-5:00pm)*

# Specific Responsibilities

***Before the Students Arrive:***

* + Prepare ‘College Knowledge’ curriculum and materials (April, May)
  + Work with GUSLA Director to prepare student orientation materials/presentation (June)
  + Work with GUSLA Director to assign students to groups based on PEPS career interest information
  + Friday, June 10, 2016 - report to the Eastburn Building (Bldg #18), Room 174, on the NAU Flagstaff campus by 3:00pm
  + Move in to assigned dorm room
  + Attend GUSLA staff orientation training on June 11
  + Attend SEEDS Training on June 12
  + Prepare for arrival of students— bus lists and student check-in process

***Upon Student Arrival – Sunday, June 12***

* + Check- in students on each bus. Provide final bus lists to the director (2:00pm- 3:30 pm)
  + Assist with Student Orientation, per training (3:30- 5:00pm)
  + Assist with SEEDS kick-off event, per SEEDS instructions (6:00pm- 8:00pm)
  + Assist as students settle into the dorm

***Daily:***

* + Assist *Seeds* Facilitators during all *Seeds* Student Sessions, as instructed during SEEDS training
  + Facilitate or co-facilitate agreed-upon Electives
  + Provide guidance and support for the TLs
  + Help ensure that students follow the GUSLA schedule
  + Chaperone and clean up after Dance (Thursday only)
  + Facilitate College Knowledge Sessions (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 the TLs and students
  + Collaborate with one another and with TLs to maintain order in the university facilities and residential hall
  + Attend Team Leader briefings, if applicable

***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

***As Needed:***

* + Advise director 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
  + After 10:00 pm, be available in case an emergency arises

***After Students Depart:***

* + Assist with the packing of supplies to be stored at the site
  + Ensure that any equipment borrowed or rented for student activities is returned in good repair

**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 director