



Cornell University Sports School

Cornell University
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Sports School Housing Director

Period of Employment: June 15-August 5, 2016

This position reports directly to the Sports School Director and will oversee all aspects of housing and residential life for summer sports school participants. This includes supervision of sports school staff in the residence halls, enforcement of camp policies/rules, responding to camp emergencies and reporting serious situations to the Director and appropriate authorities. Position is live in with daily, evening and weekend duties.

Responsibilities:

1. Assist with supervision of staff (counselors, instructors) during evenings and oversee counselor floor bed checks.
2. Sports School liaison with Campus Life housing staff (room assignments and housing issues).
3. Oversee weekly fire drill.
4. Coordinate participants' weekend stay-overs when they are attending more than one camp session.
5. Provide accurate and appropriate room assignments for summer Sports School participants based on their roommate preference, gender, age, sport, and hometown. Keep assignments up-to-date in the Sports School participant database.
6. Assist with key distribution at check-ins.
7. Facilitate room changes when participants request a different room/roommate.
8. Monitor rooms for fire hazards (trash, electrical wires) and assist campers locked out of their rooms.
9. Perform checkouts, key collection/inventory and return keys to CU housing.
10. Enforce the health and safety regulations of the New York State Dept. of Health and the Summer Sports School. Report all health needs of participants to appropriate medical staff.
11. Additional duties as designated by the Sports School Director.

Compensation: \$450-\$550/week based on experience, plus room and meal plan.

Qualifications:

1. Bachelor's degree preferred.
2. Professional experience teaching or supervising children preferred.
3. Proficient in computer applications, including Microsoft Excel and database management.
4. Demonstrated ability to address difficult situations that may arise pertaining to counselor performance and camper behavior.
5. Must live on-site during camps and be available for daily, evening and weekend duties.
6. Must pass background check.
7. Two years of past camp experience preferred.