Immersion Housing Coordinator for CCM Preparatory

Position Description

CCM Preparatory’s High School Immersion program brings students from around the U.S. for 1- or 2-week performing arts experiences, June 14-27, 2020. Approximately 80 of the students will stay in UC dormitories. We need a team of 3-4 chaperones to stay in the dorms with them. We will hire one chaperone per 25 students. There will be a lead chaperone (aka Immersion Housing Coordinator) and 2-3 chaperones, one being male for boys’ floor.

Education and Qualifications

CCM Graduate Student (or recent graduate) or a current educator looking for a short-term, temporary summer job
Must undergo protecting minors online training and background check
Must be available both weeks and the weekend in between (June 20/21)
Must have current driver’s license and reliable vehicle

Primary Roles & Responsibilities

• Communicate with student families and CCM Prep staff before the camp April - June.
• Provide rooming assignments to CCM Prep staff before the camp.
• Supervise the other chaperones and provide clear instructions before camp and each day. This includes working collaboratively to ensure a positive experience for students.
• Greet families at check in on Sunday afternoon.
• Lead welcome meeting on Sunday evening.
• Be in the dorms or CCM (as needed) in the evenings to ensure students are behaving and where they are supposed to be (practicing, rehearsal, etc.) or in their rooms. (6-10 pm).
• Conduct bed checks each evening (about 10 pm).
• Be on-call each day in case someone gets sick or injured; depending on the situation, chaperones may need to drive a student to the pharmacy or urgent care.
• Ensure students are where they should be (practicing, etc.) on the weekend.
• Ensure that all have checked into their camp each morning. (about 9:30 am)
• Check in with office daily to distribute any student mail and/or acquire quarters for laundry facilities.
• Accompany students to the dining hall at 12:15 pm and 5:15 pm each day.
• Attend 1:15 pm Immersion class with the students if the directors have included it in their schedules.
• Attend outings, including supervising bus rides and sitting with the students.
• Handle issues if students disregard policies or rules in consultation with Education Director or Assistant Dean.
• Submit a reflection report at the end of camp so we can make improvements next year.
• Additional duties as assigned by the Education Director or Assistant Dean.

Please note: As with all job descriptions, additional tasks may evolve or some on this list may not occur.

Immersion Housing Coordinator Compensation: $1,700 plus room and board (two meals per day in the dining hall) for the two weeks Chaperones have their own room on the same floor in the dorms as the students and eat two meals per day in the dining hall with the students. Typically, the males are on one floor and the females another.

To Apply: email resume to ccmprep@uc.edu with job title (Immersion Housing Coordinator) in subject line.

Last edited February 26, 2020