

CHAUTAUQUA INSTITUTION

Information for All Residence Hall Counselor Applicants

The enclosed packet is to be used if you wish to apply for employment as a head counselor or relief counselor at Chautauqua. Please fill out the necessary forms and return them (via email, fax or mail) with a resume by March 5.

Residence Hall counselors at Chautauqua help residents get settled; enforce rules appropriate to Chautauqua and the student's age group. They are the student's first resource when a problem or need arises. The counselors acquaint first-time students with the spirit and purpose of Chautauqua, and with its facilities and programs. They help students become involved with Chautauqua – a cultural, educational, religious and recreational center that has been serving people of all ages since 1874.

A team of counselors in each dormitory usually consists of either a head counselor and several relief counselors, or two head counselors and two relief counselors. Residents are young men and women usually in one of the following age groups: 11-17 or 18-28. Available counselor assignments do not provide accommodation for a counselor's family members.

This is NOT an hourly position. Counselors are required to approach this position as a college Resident Assistant would.

The dorm staff should arrive on Wednesday, June 23 by 3:00 p.m. First required meeting will be held at 5 p.m. on June 23, dinner is provided. There will be training, tours, in-service and getting the dorms ready (June 24 and 25). Mandatory orientation is June 25 and is required for all new and returning counselors. Most head counselors will be needed through August 22. Relief counselors are free to leave when their programs are finished. **All counselors are required to work at registration on June 26.**

Please respond in 5 to 15 lines, to each of the four problems below – problems that may easily arise in dormitories.

Please type your solutions to these problems and attach to the end of the application.

1. Some students are noisy after quiet hours.
2. Articles are being stolen from residents' rooms. You and some residents have serious suspicions as to who the culprit is, but there is no concrete proof.
3. You have one student who seems to be the cause of most of the problems. He/she instigates trouble, involves other residents, is boisterous and flouts your authority.
4. The counselor with whom you are assigned does not follow the established policies of the dorm or enforce the rules. You do follow the policies and enforce the rules. This situation begins to obstruct the smooth running of the dorm.

SUPERVISION SCHEDULES

Direct supervision of residence halls occurs during the following hours:

Where students are under 18 (times vary by program):

8 pm - 7 am Daily

Curfew checks:

10 pm. and 11 pm Sunday thru Friday

11 pm and 12 am on Saturday.

Where students are 18 or over:

9 pm - 7 am Daily

Relief Counselors are responsible for keeping their floor and surrounding area quiet after 11 pm when on duty.

Counselors also help to cover a central office telephone on weekends on a rotating schedule. Counselors in Lincoln Dorm, Bellinger North, Bellinger West and Bellinger East cover the central office telephone on a nightly basis on a rotating schedule.

COMPENSATION

Head Counselor – A head counselor will receive a stipend, room, meals, gate ticket and parking for the period of service. **Students enrolled in the fine and performing arts programs are not eligible for this position.**

Relief Counselor - students enrolled in the fine and performing arts programs are eligible for this position and will be on duty one night a week as well as one nine-hour office shift (to be served on the weekend in the central office) and phone duty from 6:30 – 9 pm one night each week. **Remuneration is room plus gate ticket for the period of service.** Meal costs are not covered.

NOTE: Lincoln Dorm Relief Counselors DO NOT HAVE PHONE DUTY from 6:30 – 9 pm. Instead, they will be on duty two nights each week.

Lincoln Head Counselors DO HAVE nine hours of weekend phone duty (8 am – 5 pm) one time during the season (subject to needs of head counselor).