

DEADLINE is April 1, 2020

**HEALTH CARE SUMMER INSTITUTE
JUNIOR STAFF JOB DESCRIPTION**

***This application is for camp Junior Staff positions only
If you would like to be considered for the Junior Staff Coordinator position
Please call Mrs. Carol Enoch, or Joyce Lizwelicha at 352-273-6656***

Junior Staff Position Description

The Junior Staff (JS) position is a four-week position which begins on **June 21, 2020** and ends on **July 18, 2020**. The responsibility of the JS is to work in conjunction with 4 other camp Junior Staff members and 1 Camp Coordinator to supervise twenty-five (25) junior and senior high school students, 24 hours/day, 7 days a week. There will also be a Program Director and a Program Assistant.

*There will be a required ½ day orientation on **FRIDAY, JUNE 19, 2020 from 12:00 NOON – 4:00 P.M.** (Lunch will be provided.) You are encouraged to move into the dorms that Friday evening.

The responsibilities of the JS are numerous and critical for the success of the Health Care Summer Institute. Each JS is responsible for promoting an experience which is educational, safe and enjoyable. The position requires maturity, trustworthiness, high moral values, motivation, good organizational skills, commitment, good leadership skills, the ability to work as a team member and respect for self and others.

Qualifications of Junior Staff

The Junior Staff must be either a professional graduate student or pre-professional health student who is in their junior or senior year.

Description of Duties

I. Supervision of Students

- A. Chaperone students to and from scheduled activities of the program (e.g. lectures, preceptorships).
- B. Monitor students as they participate in evening, week-end or holiday activities (picnic at Lake Wauburg), etc.
- C. Chaperone and monitor students for breakfast, lunch and dinner. **Dinner should be no later than 7:00 p.m.**
- D. Ascertain that students uphold all camp and university rules at all times.

II. Mentoring

- A. Conduct oneself in a professional manner at all times. (This includes behavior, dress code, and interaction with other Junior Staff, interaction with Program Coordinator and with Program Director.)
- B. Acquaint students with all University of Florida Student Services Facilities including, but not limited to Tigert Hall, Criser Hall, Counseling and Wellness Center, Student Health and Sports facilities.
- C. Acquaint students with the various colleges in the Health Science Center.
- D. Assist students with personal concerns (e.g. hygiene, home-sickness, etc.).

III. Leadership

- A. In conjunction with Program Coordinator and other Junior Staffs, assist in planning educational, safe and enjoyable evening, week-end and holiday activities.
- B. Ascertain that participants are on time to all scheduled activities including meals.
- C. Make sure that participants uphold professional dress code and behavior at all times.
- D. Remember that the best way to lead is by EXAMPLE!!!

IV. Facilitator

- A. The Junior Staff serves as a liaison between participants and Program Coordinator and Program Director.
- B. Helps to ensure safe transportation of students to and from activities and notify Program Director if assistance needed.
- C. Know the participants' medical/health concerns, medications being taken and notify Program Coordinator and Program Director immediately of any emergent or urgent medical concerns, including injuries, need for 911 services or need to go to the emergency department.
- D. Maintain confidentiality as related to duties and staff communication.
- E. Assist in conflict resolution between participants. Notify Program Coordinator of such conflict.
- F. Notify Program Coordinator of conflict between Junior Staffs that affects the smooth functioning of the program.
- G. Notify Program Director of any conflict between Junior Staff and Program Coordinator that affects smooth functioning of the program.

V. Administrative

- A. Always carry pager on person.
 - Respond to pages from participants, other Junior Staffs, Program Coordinator, Program Director and the Office for Diversity and Health Equity (ODHE) within five (5) minutes.
- B. Always wear Health Science Center I.D. badge in a visible area.
- C. Attend all staff meetings (planned or unplanned).
- D. Work with the staff in the ODHE to coordinate activities, meals, issuing of lab coats, etc.
- E. Report any/all violation(s) by student participants or staff to the Program Coordinator and Program Director.
- F. All Junior Staff and Staff Coordinators **MUST RESIDE IN CAMPUS HOUSING PROVIDED.** (Usually Beaty Towers).
- G. **DRESS CODE:** Junior staff are responsible for enforcing the proscribed dress code. Both counselors and students are required to dress appropriately (professionally), NO EXCEPTIONS. Those who are not shadowing must dress in the HCSI dress code for activities. (*See dress code guidelines attached*). Any student who does not have a ONE PIECE bathing suit will not be allowed to participate in any water activities

VI. Conditions of Employment

- A. Employment must be approved by the Program Director.
- B. Continual employment is based upon above average job performance. The Program Director reserves the right to discontinue employment in the event of inappropriate behavior or below average job performance.

- C. Availability is important. **The HCSI schedule is not negotiable. You must be available for the entire four weeks.**
- VII. **The JS is expected to report to work on June 21, 2020 by 10:00 a.m. and remain on the job until July 18, 2020 at 3:00 p.m.,** or until clean-up of the dorms is completed and after all keys, fobs and swipe cards are turned in to housing.
- VIII. **Work Hours**
- A. All JS's are expected to work 24 hours/day, except on scheduled day off.
 - B. **All JS's are expected to work weekends.**
 - C. All JS's will work **June 21, 2020**
 - E. All JS's will work **July 4, 2020**
 - F. All JS's will work **July 18, 2020 and attend the banquet**
 - G. All JS's must attend orientation on **June 21, 2020 from 12 – 4 p.m.**
 - H. There will be **one day off (24 hours) per week.**
- IX. **Compensation and Benefits**
- A. The JS is paid a stipend based on **4 weeks, from June 19, 2020 to July 18, 2020.** This stipend will be paid to all full time Junior Staff in good standing.
- X. Please contact the **Office for Diversity and Health Equity, University of Florida College of Medicine, (352) 273-6656** for further information. **The application DEADLINE is April 1, 2020.**

***An interview will be required.**

See application on pg. 4 or below.

**HEALTH CARE SUMMER INSTITUTE
JUNIOR STAFF APPLICATION
(Please type or print clearly)**

Name _____ Email _____

Alt. Email _____

(You will be contacted by email)

SS# _____ - _____ - _____ Gender F ___ M ___ Date of Birth: ____/____/____

Address: _____ Local Telephone (____) _____

City: _____ State: _____ Zip: _____

Permanent Address: _____ Telephone (____) _____

City: _____ State: _____ Zip: _____

Where/How did you hear about the HCSI? _____

Do you have a relative or person living in the same household employed at the University of Florida?

Yes:

No:

If yes, indicate name(s) and department(s): _____

Date of Admission to UF _____ Cumulative UF G.P.A. _____

Classification _____

Major Field of Study _____ Expected Graduation Date _____

OTHER COLLEGES AND UNIVERSITIES YOU HAVE ATTENDED/ ARE ATTENDING:

UNIVERSITY

DEGREE

YEAR

UNIVERSITY	DEGREE	YEAR

HAVE YOU LIVED IN A RESIDENCE HALL OR GROUP LIVING EXPERIENCE?

(i.e., military, fraternity/sorority, etc.) Yes ___ No ___

HALL/GROUP LIVING DESCRIPTION

EXTRA-CURRICULAR ACTIVITIES: List activities in which you have participated while in college.

Please list extra-curricular activities planned for the summer outside the Junior Staff position, and the time commitment needed per week.

List any languages spoken fluently: _____

If hired, what assistance might you need to perform the necessary responsibilities of the position? (Please specify, if any)

WORK EXPERIENCE (begin with the most recent)

EMPLOYER	POSITION	DATES	SUPERVISOR
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1. _____
2. _____
3. _____

Experience involving youth _____

ESSAY: You have read the job description and qualifications regarding the Junior Staff position. In the space provided, discuss your personal view of the position. Your discussion should include (but is not limited to): special skills you have, areas in which you wish to

improve, reasons why you believe you are qualified for the position, what motivates you to apply for the position and what you hope to get from your experience as a Junior Staff. **DO NOT USE ADDITIONAL SPACE OR ATTACH PAPER; USE ONLY THE SPACE PROVIDED BELOW.**

Essay

Please identify the three people you requested to send a recommendation letter for you.

Name _____ Telephone _____

Email: _____

Address _____

City, State, Zip _____

How long have you known current reference? _____

What is your relationship to the person giving the reference? _____

Name _____ Telephone _____

Email: _____

Address _____

City, State, Zip _____

How long have you known current reference? _____

What is your relationship to the person giving the reference? _____

Name _____ Telephone _____

Email: _____

Address _____

City, State, Zip _____

How long have you known current reference? _____

What is your relationship to the person giving the reference? _____

Have you ever been convicted of a felony? ___ Yes ___ No

Have you pleaded nolo contendere (no contest) to, been convicted or found guilty (even if adjudication withheld) of a felony offense for the sale, trafficking, or conspiracy to sell or traffic a controlled substance committed on or after October 1, 1990, as defined in Chapter 893, Florida Statute? ___ Yes ___ No

The information on this application is correct to the best of my knowledge, and I understand that any willful misrepresentation on my part would be grounds for non-continuance in the application process.

Signature of Applicant

Date

APPLICATION DEADLINE April 1, 2020