2016 LYNX Arts Camps – LYNX Residence Hall Director (RHD) Job Description

The CU Denver LYNX National Arts and Media Camps (LYNX Arts Camps) is hiring a Residence Hall Director (RHD) for the 2016 camp. The LYNX Arts Camps will take place from June 5th-17th and July 10th-22nd on the CU Denver campus and the appointment of the RHD will be from May 16th- July 23rd. The LYNX Arts Camps are for high school students and feature programs in Photography, Music Industry, Movie Production, Digital Design, and Digital Animation & 3D Graphics. We anticipate hosting about 145 students total from around the country at our camps this summer. More information about the LYNX Arts Camps is available on our website: http://www.ucdenver.edu/academics/colleges/CAM/LYNX_Summer_Camps

Responsibilities:
The RHD will supervise the 5-6 LYNX Leaders and oversee all aspects of the non-academic periods of the LYNX Arts Camps both before and during the camps. The RHD will report to the LYNX Camp Coordinator and meet with the coordinator regularly before and during the camp. The RHD will provide leadership to the LYNX Leaders before and during the camps. The RHD will ensure that students are following program rules during the residential periods of the camp and during evening activities and weekend field trips. This includes recreational activities, meals, field trips, student check-in and checkout, bed prep, and all other residential activities. The RHD will live in Campus Village during the camp along with the LYNX Leaders and residential students.

Before the camp the Residence Hall Director will:
• Work 20 hours each week May 16th - June 1st
• Assist the LYNX Summer Programs Coordinator plan and prepare for camp.
• Attend regular one-on-one meetings with the LYNX Summer Programs Coordinator.
• Help coordinate LYNX Leader trainings.
• Other duties as assigned.

During the camp the Residence Hall Director will:
• Assist in the implementation of LYNX Camp programs for LYNX students and their parents.
• Serve as a role model for LYNX Camp students and LYNX Leaders.
• Assist in set-up and take down of camp events.
• Attend and help facilitate two full-day staff training sessions on Thursday, June 2nd and Friday, June 3rd (for session one) and/or Thursday, July 7th and Friday, July 8th.
• During the weekdays- Supervise and mentor the LYNX Leaders and students from 4:30pm -9:00am and serve as on-call supervisor during academic hours.
• During the weekend of the camp- Help monitor and supervise students at all
times as they attend cultural events, field trips, and workshops. The LYNX Arts Camp Coordinators, the Residence and Academic Directors will also be supervising students during these events.

- Other duties as assigned.

Required Qualifications:
- Must have completed two full years of college
- Must have an appreciation of the arts (college of arts & media majors preferred)
- Must have prior experience working with high school students or equivalent
- Must be able to demonstrate high quality of customer care services
- **Must be able to available** for all required trainings and days of camp:
  - Thursday, June 2\(^{nd}\) and Friday, June 3\(^{rd}\) (for session one)
  - Thursday, July 7\(^{th}\) and Friday, July 8\(^{th}\) (for session two)
  - June 5\(^{th}\}-17\(^{th}\) (session one)
  - July 10\(^{th}\)- 22\(^{nd}\) (session two)

Preferred Qualifications:
- Prior experience with summer camps
- Prior leadership and/or supervision experience
- Current student or alumni of the College of Arts and Media

Compensation:
- The LYNX Arts Camp RHD will be paid $5,000 for their total work before and during at the camp (split up over the allotted time). All meals and living expenses at Campus Village are provided during camps. Living expenses at Campus Village are provided from June 2\(^{nd}\) - July 23\(^{rd}\).

**Application deadline is March 23\(^{rd}\) at 5pm.** Please e-mail Katryn Bowdle, Summer Programs Coordinator, at Katryn.bowdle@ucdenver.edu, with any questions.