



JOB DESCRIPTION

RESIDENTIAL ADVISOR (RA)

GENERAL PROGRAM DESCRIPTION:

The Duke Youth Academy for Christian Formation (DYA) is a two-week summer program sponsored by Duke Divinity School and generously funded by Lilly Endowment Inc., which provides each year the opportunity for 50 talented and passionate youth to pursue an intense journey of theological study and reflection. Through Christian practices of worship, prayer, hospitality, service, study and Sabbath rest, youth form habits and develop tools for theological reflection, ethical and moral decision-making, and discernment for Christian living. The Duke Youth Academy is open to youth from all Christian traditions who exhibit a love of learning and a desire for God. Students are eligible to apply during their 10th- or 11th-grade year for attendance during the summer before their junior or senior year of high school.

GENERAL STAFF INFORMATION:

The Duke Youth Academy believes in forming strong relationships each summer between the students involved in the program and their staff members. As a result, we hire approximately 25 staff each year to work with 50 students. This year we plan to hire 14 mentors, 4 residential advisors (RA's), 1 head RA, 4 artists-in-residence, and 4 ministry coordinators.

Staff members are expected to be present for the entirety of the Duke Youth Academy program. While we recognize that our staff members are involved in families and ministries away from Duke's campus, we expect each person to make arrangements to give her/his full attention to the Duke Youth Academy during the dates listed below:

2012 DYA Staff Training May 18-19, 2012
Pre-DYA Staff Preparation June 15-16, 2012
2011 Duke Youth Academy June 17-June 30, 2012

QUALIFICATIONS:

Applicants must possess a faith in Jesus Christ and a genuine interest in and agreement with the purpose and mission of the Duke Youth Academy. They also must show a calling to the academic, social and emotional support of youth/adolescents. A positive attitude, emotional and spiritual maturity, and ability and willingness to work as part of a team are required. Applicants must be able to follow and enforce the rules and policies set forth by the Duke Youth Academy. They should be hard-working, self-motivated individuals who are receptive to instruction and evaluation, and will take responsibility both for the persons in their care and the projects and activities associated with the Duke Youth Academy.

A minimum of one year of college/university education and residential experience is required. Theological training, college residential leadership, and leadership experience with youth are preferred. Experience in camp counseling or leadership in an academic summer program is

helpful, as is work experience within a university/church setting and familiarity with the Duke campus.

GENERAL RESPONSIBILITIES AND EXPECTATIONS:

- Live in residence hall with DYA participants and staff; make yourself available to DYA participants and staff full-time, except during specified time off.
- Attend all DYA events and activities, on dates outlined above.
 - During DYA program:
 - Attend scheduled meetings with DYA Faculty Director and Director
 - Attend all activities (including plenary sessions, meals, worship services, worship and arts village workshops, and service projects) with DYA participants, except during specified time off.
 - Participate actively in preparation and clean-up for DYA program.
- Assist DYA Ministry Coordinators with various areas of DYA programming, as requested and appropriate.
- Within one month of the conclusion of the two-week program, submit a brief reflection essay describing your experience with the Duke Youth Academy.
- Act as a positive role model and resource for participants and other staff members, encouraging and supporting participants' academic, cultural and spiritual interests.
- Promote a sense of community among participants and staff.
- Provide pastoral leadership to participants and staff members, listening and guiding as appropriate.
- Maintain professional relationships with all staff members; relationships which interfere with performance of duties will not be tolerated.
- Maintain appropriate relationships with students/participants.
- Abide by all rules and policies set forth by the Duke Youth Academy, and enforce said rules and policies fairly and consistently.
- Provide general support of program activities related to DYA but not specified herein.

SPECIFIC RESPONSIBILITIES AND EXPECTATIONS:

- With other RA's and under the Head RA's supervision, take responsibility for residence hall life during the Duke Youth Academy:
 - Maintain a safe environment for DYA participants and staff:
 - Periodically inspect residence halls for safety concerns.
 - Report maintenance problems, lost keys, etc. to Conference Services Liaison – follow-up with Conference Services until problems are solved.
 - Supervise activities of DYA participants in residence halls:
 - Maintain order of students, particularly during in-dorm free times.
 - Enforce curfew, in-room, and lights-out times.
 - Assist students in getting out of dorms on time in the mornings.
 - Maintain report logs of any behavioral or health problems.
 - Act as staff for the residence hall:
 - Answer dorm office phone and email and respond to inquiries, documenting calls and emails and directing messages as needed.

For more information, please contact:

Jeff Conklin-Miller ▪ Director of Youth Ministry Initiatives

312 Blackwell Street ▪ Suite 101 ▪ Durham, NC 27701 ▪ Phone: 919.613.5323 ▪ Email duyouth@div.duke.edu

- Perform general clerical tasks, including copying, sorting, etc., as needed.
- Sort and distribute participant and staff email and mail.
- Carry “on-call” pager at all times, responding to emergencies as needed.
- Provide setup, cleanup and general support for DYA program activities:
 - Supervise or perform on-campus facilities setup and cleanup as needed.
 - Assemble program materials as necessary, including worship bulletins and plenary handouts.
 - Run occasional errands for DYA Director, as instructed.
- Assist DYA Ministry Coordinators with specific ministry area duties, including setup and cleanup.
- Provide setup, cleanup and supplies for daily DYA snack times.

DATES OF EMPLOYMENT:

May 1, 2012 to July 15, 2012, with activities and responsibilities taking place on dates described above.

COMPENSATION:

\$1000 honorarium plus reimbursement of reasonable travel costs and approved program expenses.

Full details regarding travel reimbursement can be found in the DYA Travel Reimbursement Guidelines.

No contract is binding until a background check has been completed and approved.

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