

## **Colorado Mountain College**

### **Position Description**

Title: Upward Bound Camp Assistant, Part-time, maximum 28 hours per week.  
FLSA Classification: Non-Exempt (Hourly)  
Hiring Rate: \$17.99 per hour

#### Primary Responsibility

Under the supervision of the TRIO Upward Bound Director, the Upward Bound Summer Camp Assistant is a part-time position offering supervision and advisement to high school students during our TRIO Upward Bound summer program. Upward Bound is a U.S. Department of Education federally funded educational opportunity program that prepares eligible high school students to enter and succeed in post-secondary education. The 6-week summer program is focused on enhancing the academic skills of the participants and provides participants with fast-paced, intensive academic coursework and other social, cultural and recreational enrichment activities.

The primary objective of the Camp Assistant is to ensure the well-being of students in grades 9 - 12, with regard to health, safety, morale, discipline, interpersonal relationships, and academics during the Upward Bound Summer Academy.

This is a part-time position which is limited to 28 hours per CMC's workweek. CMC's workweek is Saturday through Friday.

#### Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position. Applicants must be a college sophomore, junior, senior, or graduate with a strong academic record. Must possess strong leadership qualities and have the ability to function as a team player. Ability to mentor and tutor high school students in a virtual and/or in-person environment. Possess good interpersonal skills, communication, and a positive attitude/energy Ability to maintain appropriate, professional boundaries with students. Be energetic and motivated to mentor/tutor, create and implement activities to summer participants who are predominately low-income and first-generation students from diverse backgrounds.

Special Skills or abilities directly applicable to the position: Bilingual abilities in Spanish is preferred. Experience working with low-income and first-generation students from diverse backgrounds, Prior resident assistant or camp counselor experience, A current, valid driver's license with no violations within two-years. Or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position.

Welcoming. Innovative. Focused on Student Success. These values reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, collaborative partner, and community member in our trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

### Essential Duties

- Plan, coordinates, implement and participate in leadership structured activities for the campers, during out of class time.
- Planning and coordinating out of class time activities with camp participants.
- Develop positive and supportive relationships with Upward Bound students, mentoring them on academic, personal, social, and college/career concerns.
- Assist in establishing and maintaining a positive and safe environment in the UB residence hall and/or summer camp venues for students and staff, creating an atmosphere that appreciates the diverse cultures, traditions, lifestyles, and beliefs of all students. Supervise participants at recreation, co-curricular activities, and meals.
- Help students develop the study skills necessary for academic success by providing study skills (i.e., time management, note-taking, textbook reading, test-taking) workshops when appropriate.
- Provide academic assistance to students (either in a group or individual setting) in achieving a better understanding of specific subject material and in improving academic capabilities in designated areas. In addition, assist program participants in the completion and review of homework and in-class assignments
- Assist in monitoring students' arrival to camp and departures.
- When/if staying in the residence halls, conduct wake up calls and evening lights out rounds and provide supervisory coverage as needed.
- Transport, lead, and/or accompany students to and from activities in CMC vans, as necessary.
- Maintain student confidentiality as appropriate.
- Handle and/or refer student disciplinary issues, crises and personal issues to appropriate staff.
- Maintain program rules and expectations by reinforcing and implementing the policies in the CMC Upward Bound Handbook.
- Assist in maintaining safety. When/if at the residence halls, including taking responsibility for CMC and UB property.
- Respond to and document all pertinent situations, including but not limited to, inappropriate student behavior and violations of UB rules and regulations.
- Meet with UB Program Director daily/weekly to ascertain participant's progress and address any concerns.
- Perform other tasks or duties as assigned by Director.

Supervision Received

This position receives general direction from the Director of Upward Bound.

Supervisory Responsibility

Position has no supervisory responsibility.

Special Conditions of Employment

Successful completion of a background check including motor vehicles records report will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 25 lbs.; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

CMC is committed to the full inclusion of all qualified individuals. As part of this commitment, the College will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Human Resources, [benefits@coloradomtn.edu](mailto:benefits@coloradomtn.edu)

HR Reference Information:	
Position group and code:	
Date of review:	<i>updated 04.24</i>

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be

assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.

