



JOB DESCRIPTION RESIDENTIAL ADVISOR (RA)

GENERAL PROGRAM DESCRIPTION:

The Duke Youth Academy for Christian Formation is a two-week summer program sponsored by Duke Divinity School and generously funded by the 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 at the Duke Youth Academy during the summer before the 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 30 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 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:

2008 DYA Staff Training	May 16-17, 2008
Pre-DYA Staff Preparation	July 11-12, 2008
2008 Duke Youth Academy	July 13-26, 2008

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 must also 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 or church setting and familiarity with the Duke campus.

GENERAL RESPONSIBILITIES AND EXPECTATIONS:

- Live in Duke 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 daily meetings with the Head RA and/or DYA Assistant Director
 - Attend all plenary sessions, worship services, and meals with DYA participants—and other activities when possible—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 other staff, listening and guiding where appropriate.
- Maintain professional relationships with all other 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 the Duke Youth Academy 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 resident 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.
 - 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 Assistant 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, 2008 to July 31, 2008, 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.

For more information, please contact:

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