



BROWN

Pre-College Programs

BROWN UNIVERSITY BROWN ENVIRONMENTAL LEADERSHIP LAB: RHODE ISLAND ON-SITE DIRECTOR 2018 (1)

ABOUT US:

The Brown University [Pre-College Programs](#) enroll over 5,000 middle and high school students (12-18 years old) from all over the world to engage in first-year college level coursework, and accompanying intellectual growth. Students enroll in courses ranging from one to seven weeks in length, with hundreds of courses to choose from. This is an opportunity for inquisitive students to experience college level academics, participate in fun and challenging activities, make decisions in an independent setting, and learn from and with a diverse group of peers.

The Brown Environmental Leadership Lab: Rhode Island (BELL: RI) is a unique option within Brown's Pre-College Program, and is one of several BELL courses that help student develop and apply the knowledge, skills and attitudes associated with socially responsible leadership around environmental issues. BELL:RI invites a diverse set of approximately 30 high school students to participate in a two-week learning experience. In each of the two consecutive, two-week sessions, BELL uses inquiry and place-based learning with an emphasis on living sustainably and learning experientially. Most lessons occur outdoors and our multidisciplinary curriculum focuses on understanding and creating solutions to climate change. For more information about BELL: RI, please visit our website at: <https://precollege.brown.edu/bell-rhodeisland/>.

GENERAL JOB DESCRIPTION:

The BELL On-site Director supervises a three-person staff team to develop and implement a transformative and experiential learning program for high school students. The staff team consists of three Instructors with Master's degrees or comparable experience. As a team, the BELL staff encourage students' personal growth and social responsibility while fostering a welcoming and inclusive community. Because BELL students and staff live and learn together, all staff have the unique opportunity to bridge and cultivate learning in and outside of a conventional classroom. The importance of teamwork cannot be overstated in this intense environment. The On-site Director's key roles on the team are to lead the facility setup and tear down, support pre-program planning, lead the staff team and operational functions as the program is running, build community and mentor students, manage risk, and facilitate learning. This position reports to the Assistant Director of Pre-College and Environmental Programs.

COMPENSATION AND DATES:

- \$3,650/two-week session (single and multiple sessions are currently available)
- In-person training at Brown University in spring 2018 (transportation provided)

- Academic session dates: July 1 - 12, 2018 and July 15 – 26, 2018
- Staff training and debrief including: June 28 – July 1, July 13, and July 27, 2018
- Staff video conference in late spring 2018
- A short-term health insurance plan for dates employed (if no health insurance otherwise)
- Housing in a private room at the Whispering Pines Conference Center
- Three meals per day and snacks
- One day off per session and designated break times throughout each session

IDEAL CANDIDATES

It is impossible for each person on our team to fulfill everything on this list so we aim to build well-balanced and diverse staff teams. However, a successful candidate will meet some combination of the following criteria.

- Experience living/working in a residential program
- Excited to facilitate and debrief learning outside a classroom
- Fluent in environmental justice and social justice conversations
- Highly self-aware and able to identify and articulate self-care needs
- First aid certification, wilderness first aid, and/or wilderness first responder

JOB REQUIREMENTS

- Enthusiasm for environmental science and/or studies
- Love for educating and mentoring young people
- Positive, can-do attitude with the proven ability to follow through on responsibilities
- Strong work ethic, sense of initiative, and resourcefulness
- Ability to supervise, delegate, and empower diverse students and staff
- Enjoyment of time outdoors including exposure to various temperatures, occasional rain, and humidity
- Ability to maintain energy, humor, and enthusiasm in demanding work environments
- Excellent team leader and ability to build trust within a small staff team
- Emotional maturity with excellent communication and leadership skills, including comfort with public speaking
- Adaptability to schedule changes and flexibility with unforeseen challenges
- Openness and ability to both give and receive feedback
- Professional communication skills with multiple audiences: students, their families, and SPS staff
- Experience responding to and deescalating crises, resolving conflicts, and staying calm under pressure
- Experience managing risk and making educated decisions regarding the health and safety of a group in a variety of contexts
- Ability to push, pull, lift, etc. 20 pounds unassisted and to stand outdoors for 2 hours at a time
- Demonstrated ability to build positive learning environments with youth
- Role model behavior, exercising good judgement at all times
- Master's degree received or in progress
- At least 2 years of work experience with minors
- Finalists will receive a conditional offer of employment pending the outcome of a criminal background check

PRIMARY JOB FUNCTIONS:

1. Program Planning

Supporting Actions:

- Work with the Assistant Director in the spring to review the program schedule and staff team
- Review Staff Manual with Assistant Director
- Co-plan the spring all-staff conference calls and pre-program training with the Assistant Director
- Learn site-specific risks and concerns, such as deer ticks and electrical storms, and communicate these risks and mitigation strategies to staff and students

2. Staff Team Leadership

Supporting Actions:

- Lead two days of pre-program staff training
- Delegate tasks to other staff members that are not essential to the On-site Director role such as receipt management, photographs, parent updates, and chef liaison
- Check-in with the Assistant Director daily during the program
- Serve as the main point of contact for the program site, the Whispering Pines Conference Center, and guest speakers
- Lead evening staff meetings
- Model inclusive and accepting behavior
- Schedule at least one supervisory meeting per session with each staff to provide constructive feedback and support
- Lead session debrief with all staff after each session ends

3. Operational Leadership

Supporting Actions:

- Lead the organization of room assignments, set-up of teaching/community spaces
- Confirm with all guest speakers a few days in advance and manage unexpected schedule changes
- Execute the pre-planned schedule, adjusting when necessary in response to weather, guest speakers, and other programmatic variables
- Work with the staff team to execute day-to-day residential operations, including breakfast, community tasks, and curfew, etc.
- Assist with management of facilities at Whispering Pines by clearly communicating any facilities needs to designated Whispering Pines staff
- Submit a detailed financial report, including all original receipts, to the Assistant Director within two weeks of the program conclusion

4. Community Building and Risk Management

Supporting Actions:

- Live with staff and students 24/7 at the Whispering Pines Conference Center in West Greenwich, RI. Staff receive one day off during each session and one day between sessions.
- Plan and facilitate activities and programs designed to promote community, wellness, and academic success
- Create safe and supportive environments for Pre-College students
- Report unsafe, inappropriate, and concerning behavior and enforce policies and procedures
- Help staff to identify stressors, solve problems and reduce overall stress

- Manage student conduct concerns and inform or consult the Assistant Director when appropriate
- Debrief serious incidents with staff and/or students after consulting Assistant Director
- Carry the program cell phone at all times and be on call 24/7 for parents/guardians and emergencies
- Lead the staff in crisis management, which may include assisting students with emotional or physical health issues, contacting parents, contacting emergency responders, and assisting students with logistics of seeking medical care
- Follow emergency protocols and manage crises, consulting up to the Assistant Director as necessary

5. Student Advising and Mentoring

Supporting Actions:

- Proactively engage with students about environmental studies/science, academic interests, career exploration, and socially responsible leadership
- Give encouraging and constructive feedback to students during one-on-one check ins as needed to address certain student behavioral or emotional concerns or during the scheduled one-on-one check ins at the end of the session
- Help students formulate and research an Action Plan

6. Teaching and Facilitation

Supporting Actions:

- Collaborate with BELL staff team in early Spring to establish topic assignments
- Co-lead 2-3, 1.5 hour staff conference calls from February-May
- Work collaboratively to select and develop 2-4 lessons, each 2-3 hours long and experiential in nature. On occasion, lessons will be developed with another instructor. Lessons will fit within the scientific and/or leadership curriculum and address topics such as food systems, stormwater management, forest ecology, hydrology, land use history, science communication, and the social change model.
- Identify appropriate readings for each lesson
- Give and receive feedback from the staff team on lesson plans and on lesson delivery during each session

Applications will be reviewed beginning February 26 until the positions are filled. Please email Jane Diener (jane_diener@brown.edu) with your application (including a cover letter, resume, and the contact information for three professional references).