

**PROJECT OCEANOLOGY
MARINE SCIENCE EDUCATION INSTITUTION
RESIDENT SUPERVISOR**

JOB DESCRIPTION

NATURE OF WORK: This is highly responsible work overseeing the safety and comfort of guests attending overnight Project Oceanology programs during the school year and summer months. Duties include supervising students, implementing and enforcing rules, including, but not limited to, safety and behavior, and providing a supportive, friendly, and safe environment for students and others utilizing the Project Oceanology hostel. The position requires the use of independent judgment, initiative, maturity, observation, communication and supervisory skills.

SUPERVISION RECEIVED: The Resident Supervisor receives direction from the Chief Marine Science Instructor and the Director.

SUPERVISION EXERCISED: Persons utilizing the hostel and camp counselors.

EXAMPLES OF ESSENTIAL FUNCTIONS:

Provides a welcoming atmosphere and personal attention to groups who have a wide range of interests, ages, and education backgrounds during their stay.

Provides general information and support for groups regarding program schedule and staff.

Greets groups for check-in and facility orientation, and implements check out process. Coordinates with other Project Oceanology staff to provide this orientation, if not personally available.

Resides in Resident Supervisor's apartment when the hostel is occupied, as necessary.

Supports group leaders in supervising groups, enforcing rules and regulations, and maintaining discipline. Mediates interpersonal problems when necessary.

Provides emergency first aid and summons medical assistance, when necessary.

Provides support to groups as needed.

Troubleshoots and effectively manages problems and emergencies related to facilities, program, and guests.

Provides supervision, including mealtimes, as necessary.

Reports unusual behavior to the appropriate person as necessary.

Monitors and helps maintain Project Oceanology facilities to ensure safety and cleanliness, determines the need for facility maintenance and repair, and notifies appropriate personnel.

Assumes responsibility for all matters pertaining to the safety and comfort of all guests during their stay in the hostel.

Implements policies and procedures consistent with applicable CT State Department of Public Health statutes and regulations (“Youth Camps”).

Monitors building security during group visits.

Considerable ability to establish and maintain effective and courteous working relationships with associates, co-workers, supervisors, subordinates, youth, school officials, public officials and the general public.

Ability to work a flexible schedule, including evenings, daytime, weekends and overnight, as needed.

Regular attendance is a requirement of this position.

*******The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*******

OTHER JOB FUNCTIONS:

Performs related duties and responsibilities as required.

QUALIFICATIONS PROFILE:

Knowledge, Skills and Ability

Thorough knowledge of counseling, human behavior and individual differences in ability, personality and interests.

Considerable knowledge of effective supervisory principles and practices. Possess management skills required to supervise, delegate, and share responsibilities.

Knowledge of group behavior and dynamics, societal trends and influences.

Knowledge of principles and processes for providing personal services. Requires energy and enthusiasm to maintain positive living and working environments.

Excellent working knowledge of the needs of the adolescent population.

Working knowledge of applicable CT State Department of Public Health statutes and regulations (“Youth Camps”). Ability to implement policies and procedures consistent with these regulations.

Considerable ability to relate to and communicate with people on an individual and group basis.

Considerable ability to establish and maintain effective and courteous working relationships with associates, co-workers, supervisors, subordinates, youth, public officials, school officials, and the general public.

Ability to live in the Resident Supervisor’s apartment.

Ability to be available overnight, including weekends, is required. Ability to work a flexible schedule, and coordinate with the Administrative Coordinator to ensure appropriate supervisory coverage during group visits.

Ability to work as a team member and a leader; must be outgoing, patient, energetic and enthusiastic. Must possess good communication and interpersonal skills. Fluency in Spanish is highly desirable.

Ability to provide personal assistance, medical attention, emotional support, or other personal care to others.

Ability to be sensitive to others’ needs and feelings and be understanding and helpful on the job.

Ability to foster positive social interactions between participants and staff.

Ability to communicate effectively both orally and in writing. Ability to give oral and written instructions in a precise, understandable manner, as well as the ability to read and follow oral and written instructions. Ability to write concisely, to express thoughts clearly and to develop ideas in logical order is required.

Ability to work with persons from diverse backgrounds. Ability to work with general public groups.

Ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions when appropriate, and not interrupting at inappropriate times.

Ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Ability to 1) perform multiple tasks with interruptions; 2) meet deadlines; 3) perform duties promptly with attention to detail and accuracy; 4) prioritize and organize work; and 5) organize and express thoughts and ideas through written and oral communication.

Ability to maintain a calm manner in stressful and/or emergency situations.

Ability to adjust quickly to changing priorities in a sometimes stressful environment.

Education, Experience and Training

Part-time Project Oceanology marine science instructor preferred, but not required. Residential supervision experience is preferred, but not required.

Experience working with children is necessary.

License Or Certificate

First Aid and CPR are required.

State of Connecticut Health form is required.

PHYSICAL DEMANDS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Considerable physical stamina to work outdoors all day regardless of weather is required.

While performing the duties of this job the employee is frequently required to: hear; speak; stand; sit; walk; bend; twist; stoop; kneel; crouch; climb stairs to various levels; use hands to finger, handle, feel or operate objects, tools or controls; use wrists for repetitive motion; reach with hands and arms; drive; tolerate exposure to weather and environmental allergens. The employee may occasionally have to lift an overnight bag.

The employee must have the ability to 1) carry equipment; 2) lift equipment; 3) lift, move and otherwise manipulate up to 100 pounds; 4) quickly move hand, hand together with arm, or two hands to grasp, manipulate or assemble objects; and 5) to exert maximum muscle force to lift, push, pull, or carry objects.

While performing the duties of this job, the employee works in outside weather conditions and may be exposed to wet and/or humid conditions, extreme cold, extreme heat, and environmental allergens. The noise level in the work environment ranges from quiet to moderately loud.

Specific vision abilities required by the job include the ability to see details at a distance, possess close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate equipment.

Employee must be free from mental and physical disorders that would interfere with performance of duties as described, and have the mental capacity to handle stressful situations. Employee may have to function in situations where subjected to aggressive verbal and/or physical behavior.

*******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*******