



COLLEGE OF EDUCATION

Summer 2018

Dear Returning Counselor:

The Purdue University Gifted Education Resource Institute's 2018 GERI Summer Residential Camp is pleased to invite you to return to our program as a camp counselor for gifted students. We value your positive attitude, enthusiastic participation, and consistent cooperation in previous camps. We hope you will join us again this summer.

Camp counselors earn a base salary of \$525 per week with an additional \$50 extra for participating in counselor training prior to camp. In addition, an additional \$25 will be added for every year of Summer Residential counselor experience and an additional \$100 for those who hold a counseling degree and/or license. GERI also provides your room and board during the counselor training and your assigned program session. All counseling positions begin with training sessions on Friday and Saturday before the program begins (**June 29, 2018**) and end when the last student in your counseling group leaves for home on the final Saturday of each camp session.

Please send your completed application by mail to GERI Summer Camps, Purdue University, Beering Hall, 100 N. University St., West Lafayette, IN 47907-2098, by fax to (765) 496-2706, or by email to fparrama@purdue.edu. For additional information on our programs, check out our web site at www.purdue.edu/geri, call our office at (765) 494-7241, or email fparrama@purdue.edu. Purdue University is an equal opportunity employer.

Sincerely,

Andrés Parra
Summer Residential Dorm Coordinator
fparrama@purdue.edu

Kristen Seward
Associate Director GERI
ksseward@purdue.edu

Alissa Salazar
Summer Residential Dorm Coordinator
apsalaza@purdue.edu



Gifted Education Resource Institute

Beering Hall of Liberal Arts and Education • 100 N. University St. • West Lafayette, IN 47907
(765) 494-7243 • Fax (765) 496-2706 • geri@purdue.edu • www.purdue.edu/geri

Residential Counselor Responsibilities

Tentative Daily Schedule

Counselor Task/Role	Comet (grades 5-6)	Star (grades 7-8)	Pulsar (grades 9-12)
Wake up and eat breakfast with participants	7:00 - 8:15	7:00 - 8:15	7:00 - 8:15
Planning Meeting	9:30-11:00	9:30-11:00	9:30-11:00
Eat lunch with participants and be available as needed	11:15 - 12:15	11:15 - 12:45	11:15 - 12:45
Affective curriculum debriefing	1:30-2:30 (two times)	1:30-2:30 (three times)	1:30-2:30 (three times)
Supervise recreation and tour activities	3:30 - 5:00	3:30 - 5:00	3:30 - 5:00
Eat dinner with participants and supervise free time	5:00 - 6:15	5:00 - 6:15	5:00 - 6:15
Facilitate affective curriculum in small group	6:30-7:30 3 times	6:30-7:30 6 times	6:30-7:30 6 times
Hold counseling group meetings, be available to help with homework, check each student at lights-out	8:00 - 10:15	9:00 - 11:15	9:00 - 11:45

*On-site training on Friday, June 29, and Saturday, June 30.

Please note that this schedule is subject to change. All counselors will need to make themselves available to assist with classes and perform other duties as assigned. Star and Pulsar counselors will be required to accompany students on full-day program field trips. Each counselor will have specific evenings when they must stay on the residence hall floor after lights out in case there is a problem during the night. List any potential conflicts on your application so they can be considered during the hiring process.

Honoraria

Residential counselors will receive room and board while the program is in session and salary of \$525 per week with an additional \$25 for each year of service in our program, \$50 extra for the counselor training experience, and \$100 extra for the counselor license.

Purdue Summer Residential Programs 2017 Residential Counselor Application

Name: _____ PUID # (if applicable) _____ - _____ - _____

Address #1: _____
(Street) (City) (State) (Zip)

Dates address #1 is valid: _____ Home Phone #1: () _____ - _____

Address #2: _____
(Street) (City) (State) (Zip)

Dates address #2 is valid: _____ Home Phone #2: () _____ - _____

Work Phone: () _____ - _____ e-mail address (please print clearly): _____

Gender: F _____ M _____

Purdue University Status: Please check **all** that apply.

I am currently neither a student nor a faculty/staff member at Purdue University

I am currently a student at Purdue

graduate student or undergraduate

full time or part time

I currently work at Purdue

Staff Type: full time or part time: _____ FTE/%

faculty administrative/professional

graduate assistant other: _____

Appointment Type: fiscal year (12 month) academic year (10 month)

biweekly other: _____

Educational Background:

<u>School</u>	<u>Major</u>	<u>Minor</u>	<u>Degree Received</u>	<u>Graduation Date</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Work Experience (list most recent position first; include both paid and volunteer positions):

<u>Employer</u>	<u>Position</u>	<u>Location</u>	<u>Supervisor</u>	<u>Employment Dates</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Program Preferences: Check the all program(s) in which you would be willing to work. If you check multiple programs during the same week, please number the programs in order of preference. Dates are the days when the program is in session; counselors must report for training the day before each program begins.

- | | | | | |
|--|-------------------|--------------------------|-------------------|----------------|
| <input type="checkbox"/> Star I (2 weeks) | July 1 –July 14 | <input type="checkbox"/> | Comet I (1 week) | July 1 -July 7 |
| <input type="checkbox"/> Pulsar I (2 weeks) | July 1 –July 14 | <input type="checkbox"/> | Comet II (1 week) | July 8-July 14 |
| <input type="checkbox"/> Star II (2 weeks) | July 15 - July 28 | | | |
| <input type="checkbox"/> Pulsar II (2 weeks) | July 15 - July 28 | | | |

Scheduling Conflicts: List times and days of courses or other activities that could impact your summer program responsibilities:

Background Information: Please describe your current occupation. If you are a student, list degree program and year in school:

One new thing I learned in SRES was....

One thing I did well in SRES was.....

To help students more effectively in 2017, I will.....

To make camp better in 2017, I suggest.....

Application Continues on Next Page

References:

List two references, including at least one person who has seen you work with children or who knows you well.

Name: _____ Phone: () _____ - _____

How does the individual know you? _____

Name: _____ Phone: () _____ - _____

How does the individual know you? _____

Counselor Duties and Expectations:

Residential Counselors will:

1. Review the staff manual and incorporate the concepts of working with gifted students in daily interactions. The manual is provided to all staff.
2. Participate in activity planning and affective curriculum debriefing.
3. Supervise all meals and extracurricular activities during the afternoon and early evening.
4. Serve as the primary residential staff contact for a group of 8 to 14 students (depending on age) for the length of the program.
5. Interact daily with each student while in the program and be available for personal and academic assistance to students.
6. Conduct group or floor meetings as needed.
7. Be actively involved with students during scheduled hours and stay each night in the residence hall.
8. Carry out duties assigned by the director.
9. Respond to parental requests and questions during the program. Be available to parents on check-in day and on the final day of the program to discuss their children.
10. Document incidents involving students and their parents on the appropriate forms provided by the director and return all forms and comments to the director by the end of the program.
11. Other duties as assigned.

General Expectations:

1. Arrive on your contracted start date at the specified location and time.
2. Attend all designated orientation sessions.
3. Sleep in assigned dorm room each night. You may not leave at night unless approved by the coordinator.
4. Refrain from the following behaviors:
 - Consumption of alcoholic beverages at any time while you are employed by the program.
 - Returning to campus in an inebriated condition.
 - Hosting overnight guests in the residence hall.
 - Use of inappropriate language, including profanity, racial, ethnic, religious, and gender stereotyping, etc.
 - Being on residence hall floors housing students of the opposite gender or having guests of the opposite gender on your floor without a compelling reason related to your official job duties.
 - Discussing situations regarding students or staff with any other student or with staff who do not have a need to know.
5. Maintain professional relationships with staff and students at all times.

Violations of these duties and expectations will result in sanctions, up to and including dismissal.

Application Continues on Next Page

Background Check and Verification:

Have you ever been convicted of a crime? (Include court-martial convictions and sex offender crimes against minors under the age of 18, but exclude minor traffic violations.)

Yes No If yes, list date, charge, place, court and action taken:

A prior conviction does not necessarily mean that you cannot be employed.

I understand that employment in certain jobs is conditional upon a review of criminal conviction records. I authorize the University to request and obtain, through police agencies, an investigation and report to determine the accuracy of my above answers as to prior criminal convictions, if any. I also understand that any false statement by me in this application or failure to give any material information requested will be cause for my rejection or dismissal. In addition, I have read the above Duties and Expectations and agree to abide by all requirements therein.

Date of Birth: _____

Race: _____

Your signature: _____

Date: _____

Return Completed Application To: GERI Summer Camps, Purdue University, Beering Hall, 100 N. University St., West Lafayette, IN 47907-1446 or fax to (765) 496-2706. If you have questions, please email fparrama@purdue.edu or call (765) 494-7241. Purdue University is an Equal Access/Equal Opportunity University

In accordance with Purdue policies, all persons have equal access to Purdue University's educational programs, services, and activities, without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a disabled or Vietnam-era veteran. For a more complete statement of Purdue's policies of equal access and opportunity, please contact our office. If you have any questions or concerns regarding these policies, please contact the Office of the Vice President for Human Relations at vphr@purdue.edu or 765-494-5830.

All new applicants *and* returning counselors will be interviewed for 2018 counseling positions. We would like to know which days/times work best for you for interview scheduling purposes. Please indicate which time(s) you are available during a typical week. If you do not live in the Greater Lafayette area, a Skype interview can be arranged. If you are not available during a certain day/time (ex: Mondays, etc.), just leave that space blank. You may record more than one time per day. Interviews should last about 30-45 minutes.

All applications are due by February 15. The interview period is Monday-Friday, from February 15 to March 30.

Time Slots	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:00am					
9:00am-10:00am					
10:00am-11:00am					
11:00am-12:00pm					
12:00pm-1:00pm					
1:00pm-2:00pm					
2:00pm-3:00pm					
3:00pm-4:00pm					
4:00pm-5:00pm					
5:00pm-6:00pm					