

Yale Housing

CHILDREN'S PROGRAM COORDINATOR

A Children's Program Coordinator is a member of Yale Housing who actively works to support the department and Yale University's mission, values, and initiatives. Children's Program Coordinators work under the direct supervision of the Yale Housing Managers to create engaging and respectful environments that enhance the student experience at Yale.

The Children's Program Coordinators assist in developing and overseeing a supportive program for residents with children living in designated apartment complexes. They will receive specialized training in: advising and counseling, crisis management, diversity and personal identity issues, programming and event planning, among other areas. The residence life program's team approach will allow special projects coordinators to build collaboration, communication, decision-making and problem-solving skills that prove valuable in other settings here at Yale and beyond.

Qualifications:

- A matriculated student (or a spouse) of a Yale Graduate or Professional School program.
- Must have lived on campus for at least one academic year.
- A positive "can do" attitude and proven ability to follow through assignments.
- Successful candidates will have demonstrated strong time management and stress management skills.
- A creative problem solver who can be flexible, adaptable, and work with ambiguity.

Expectations:

- Develop a supportive program for residents with children to run in the community room from August through June.
- Assist with the Residence Life Staff with special event programming for children.
- Prepare a budget of supplies needed for the program.
- Be responsible for the scheduling of activities, notification to residents and the maintenance of the community room when the program is in session.

Time Commitment & Availability:

- **Training:** Must be present for the entirety of RC training from August 8 – 12, 2016.
- **Weekly Programs:** Must host weekly children's playgroup in the community room.
- **Monthly Programs:** Must host one event a month designated for families.
- **Regular Meetings:**
 - Monthly individual meetings with the Housing Manager or Area Advisor.
 - Monthly In-Service Meetings with Residential Life Team (reserve up to 2 hours).
 - Attend Community/Hall Meetings.
 - Meet as needed with Residential Life Team to address teamwork, programming, and community concerns.

Yale *Housing*

Administrative/Professional Responsibilities:

- Responsible for communicating immediately to professional staff regarding any serious or potentially serious problems concerning residents and their children.
- Monitor the condition of the community room and report damages.
- Maintain open forms of communication. This includes regularly communicating with Graduate Housing Manager during meetings, emails, phone, and reports.
- Complete and submit all paperwork in a timely and thorough fashion.
- Perform other administrative tasks as requested by the Yale Housing Managers.

Remuneration:

- Special Projects Coordinators are compensated for their work with a living stipend that is directly deducted from their housing bill.