

Dean of Students' Assistant

Minimum Requirements: High School Certificate or GED and 1 year experience of camp or education leadership experience

The dean of students' assistant works with the dean of students to coordinate the day-to-day functions of the activities program at the site. This includes processes for supply procurement and inventory, student sign-up, assignment of students to activities, and attendance monitoring. In addition, the dean of students' assistant also works directly with the program assistants, contributing to their orientation, assisting with their meetings, and filling in for program assistants as necessary.

Sample Daily Schedule

Here's what a day in the life of a Dean of Students' Assistant looks like. Exact schedules will vary from site to site.

Core work hours for day site positions are Monday-Friday 8 a.m.-4:30 p.m., but these may vary depending on the specific site schedule. All staff members are required to work student check-in day on the weekend immediately prior to the start of each session.

Morning

- Meet with Program Assistants (PAs) individually before students arrive at 8 a.m.
- Help oversee students' arrival
- Help the dean run the daily PA meeting
- Assign students to activities
- Help supervise during class breaks

Afternoon

- Help monitor lunch and recess
- Help supervise during class breaks
- Help supervise and oversee the student activity program
- Assist during student departure
- Make sure that PAs are set for After Care and that the Before Care materials are ready for the next morning before you depart