



TELLURIDE ASSOCIATION

Position Description - Summer Seminar Site Supervisor

Position Title:	Summer Seminar Site Supervisor
Direct Supervisor:	Summer Program Manager
Employees Supervised:	Summer Seminar Factotums (2-4)
Date/Approval:	Approved by Personnel Committee 10/30/23
FLSA Status:	Non-Exempt during preparation period / Exempt (Administrative) during program period
Employee Type:	Temporary
Work Schedule:	This is an intensive position that may require work seven days per week during the program period, including evening and weekend hours. During the program, Site Supervisors take off one planned day per week by arrangement with their supervisor, though it may need to flex based on program needs.
Work Location:	Ithaca, NY or Ann Arbor, MI or College Park, MD
Travel Requirements:	Site Supervisors are expected to travel for in-person factotum training (June 7 - June 15, 2024). In addition, they reside on-site at the program location for 8 weeks (June 17 - August 11, 2024)
Position Duration:	Preparation period - March 25 - May 26, 2024. Hourly pay for a total of 40 hours over the entire 9-week period. Program period - June 3 - August 11, 2024. Salary pay.
Benefits Eligibility:	Not benefits eligible. Sick leave is provided.

Role Overview

The Summer Seminar Site Supervisor provides logistical, programmatic, and administrative support for the Telluride Association Summer Seminar (TASS). The Site Supervisor supervises a team of 2-4 Factotums who in turn supervise up to 14-28 high school student participants. The Site Supervisor ensures participant safety and well-being, works closely with support staff and contacts at the host university to ensure smooth operations, and works with seminar Faculty to facilitate positive working relationships with Factotums and positive learning outcomes for students. The Site Supervisor also supports the Factotums in facilitating Transformative Justice.

About TASS: The TASS program consists of intellectually rigorous academic seminars intended to transform how students understand and participate in the world, and a thoughtful group-living environment where students explore the principles of democratic community and broader community engagement. Seminars focus either on Critical Black Studies (TASS-CBS) and the constitution of Black learning communities, or on Anti-Oppressive Studies (TASS-AOS) and the use of power, race, and oppression as frameworks to explore topics in the humanities and social sciences.

Seminars are six weeks long and typically have 12-16 students, two Factotums, and two Faculty instructors. Each site is managed by a Site Supervisor who oversees Factotums. In 2024, five seminars will be held between Cornell University, the University of Maryland College Park, and the University of Michigan Ann Arbor. The Telluride Association recruits students who demonstrate significant interest in intellectual and democratic frameworks grounded in equity and inclusion. Students from historically marginalized backgrounds, such as those who have experienced economic hardship, are prioritized for selection.

Key Relationships:

- Each Site Supervisor directly supervises the Factotums (2-4) at their site.
- The Cornell Site Supervisor assists the Executive Director in supervising kitchen and maintenance staff over the summer.
- The Michigan Site Supervisor assists the Michigan Program Manager and Michigan Office staff in supervising kitchen and maintenance staff over the summer, interfacing with the university, and handling any facilities needs.
- The University of Maryland Site Supervisor works closely with university departments such as Conferences and Visitor Services, Residential Life, Dining Services.
- Site Supervisors are supervised by the Summer Program Manager.
- Site Supervisors collaborate closely with other Site Supervisors, their site Faculty, Telluride Association, support staff, and university contacts.

Qualifications

Required Qualifications

- Leadership, teaching, or mentoring experience in residential or cooperative education, summer programs, secondary education, undergraduate education, and/or other academic settings.
- Experience working with Black students and/or populations. Experience working with students of color, working-class students, LGBTQIA+ students, and/or other students of marginalized backgrounds and diverse educational preparation.
- Experience with anti-racism work and practice and/or transformative justice, preferably within an educational setting.
- Awareness of and ability to reflect productively on power and privilege.
- Experience in skillfully mediating conflict.

- Excellent communication skills: demonstrates skillful verbal and written communication for diverse audiences; maintains composure in high-stress situations; demonstrates emotional intelligence, listening skills, and compassion.
- Excellent judgment: makes timely decisions; exhibits sound judgment; ensures compliance and safety standards are met; explains reasoning for decisions; includes appropriate people in decision-making process; demonstrates integrity.
- Experience in managing people: gives regular performance feedback; develops employees' skills and encourages growth, delegates work; sets expectations and ensures accountability; provides recognition for results.
- Experience in leadership: inspires and motivates others to perform; inspires respect and trust; provides vision; displays passion and optimism; mobilizes others to fulfill the vision
- Ability to engage with conflicts constructively in an individual and community context.
- Ability to manage high-stress environments and adapt, especially in emergency situations.
- High level of organization, attention to detail, and flexibility.
- Proficiency in Google Drive, Zoom, and Microsoft Office.
- Able to commit to the site supervisor position; no other major commitments planned for the program period.
- All Telluride summer seminar employees are required to have and provide proof of an FDA-or WHO-authorized or approved COVID-19 primary vaccination or have obtained an approved disability/medical or religious exemption.
- Ability to meet travel requirements of the position.
- Ability to meet acceptable background check standards.
- Ability to work flexible hours which may include evenings and/or weekends, as appropriate.
- Site Supervisors are required to be a minimum of 18 years of age as they are supervising minors.

Preferred Qualifications

- Experience with the TASS program and/or TASS Factotum experience strongly preferred.
- Academic background in Black Studies (for TASS-CBS) or studies of oppression and marginalized groups (for TASS-AOS).
- Interest in and commitment to the Association's mission.
- First-aid training.
- Valid driver's license and excellent driving record.
- Experience with and commitment to enacting anti-racism, diversity, equity, and inclusion in the workplace.
- Experience with communities of color and communities that Telluride Association serves.

Responsibilities

Management - 45% time

- Supervise 2-4 Factotums.
 - Provide support for training and pre-program preparation.
 - During the program, check in with Factotums daily to assess needs and help Factotums work through challenges.
 - Provide guidance, support, and boundaries as needed for Factotums' implementation of Transformative Justice and disciplinary procedures.
 - Support Factotums in booking speakers, implementing field trips, and booking transportation as needed.
 - Ensure that Factotums have adequate rest and time off (including at least one day of off-call time per Factotum per summer), and program needs are covered during Factotum time off.
 - Serve as backup for Factotums who are unavailable. This may include stepping in personally or arranging for other Factotums to be present.
 - Support Factotums' leadership.
 - Ensure that Factotums meet their programmatic, administrative, and financial requirements, follow established policies and procedures, and do their utmost to keep program participants safe and ensure the success of the program. Provide corrective feedback as needed, in consultation with the Summer Program Manager.
- Assist with supervision of site staff. Work with the direct supervisor of site kitchen and maintenance staff to provide feedback and information needed for planning.
- Assist Summer Program Manager to facilitate positive working relationships between Faculty and Factotums and positive learning outcomes for students.
 - In the first week of the program, lead a meeting between Site Supervisor, Factotums, and Faculty to discuss roles and needs for the summer.
 - Check in with Faculty weekly.
 - Promptly contact supervisor if additional support is needed.
- Track program challenges and successes through the summer and complete a comprehensive program report and evaluation at the end of the summer to assist with future programs.

Oversee Site Operations - 20% time

- Attend virtual orientation on the weekend of March 30, 2024.
- Attend virtual training on the weekend of April 6, 2024.
- Attend mandatory in-person training. Dates: June 4, 2024 - June 15, 2024
- Act as primary point of contact with parents of summer program participants, including writing a letter to parents that establishes the Site Supervisor's role as point of contact.
- Check in with Summer Program Manager, other Site Supervisors, and designated Telluride Association Board member(s) at least weekly.

- Work closely with Summer Program Manager and Telluride Association administrative staff to ensure smooth program operations. Collaborate with Telluride Association administrative staff to manage finances, host university relationship, facilities needs, kitchen & maintenance staff and budget requests, and any unusual student or finance needs.
- Work with host universities and third-party vendors as needed to ensure services for summer program students (e.g. university registration, housing and meal service, student IDs, access to medical and academic facilities, cleaning, etc.).
- Monitor program budgets and expenditures.
- Ensure the collection of photos, participant feedback, and other content for recruitment and communications needs.
- Support Faculty site needs:
 - Communicate with Faculty and Factotums to ensure that faculty site needs are met as needed, including host university room reservations, A/V equipment procurement, field trip transportation planning.
- Oversee moving & materials:
 - Work closely with factotums to ensure that site is set up before the program begins and fully cleaned after the program ends. This may include walkthrough, communicating with cleaners or facilities management, key distribution, collection, and mailing belongings back to students.
 - Work closely with factotums to ensure that any necessary supplies are procured before the program.
 - Sign out laptops & other supplies as needed; collect laptops and other supplies at end of program. If necessary, ensure that they are mailed back to Telluride Association.
 - Oversee move-in and move-out. Ensure that students arrive and depart safely.

Student Support - 10% time

- Check in individually with each student at least once during the summer; solicit student feedback as needed.
- Support transformative justice (TJ), Code of Conduct, and dismissal procedures.
 - Support Factotums as requested in setting expectations and Community Agreement at the beginning of the program. Site Supervisor will likely not be present for initial community meetings, but will assist Factotums in preparing for and following up on facilitation.
 - Support Factotums in facilitating day-to-day TJ. Be present at TJ meetings when requested or when necessary.
 - Oversee escalated incidents of Code of Conduct/behavioral management and dismissal processes as necessary, in accordance with Telluride Association procedures.
 - Inform supervisor promptly of escalated behavioral issues or potential dismissals.
 - Document behavioral issues and dismissals in accordance with Telluride Association procedures.

- Draw up student contracts where necessary, working closely with factotums.
 - Dismissals must be signed off on by supervisor and Board. If dismissal is necessary, oversee on-site logistics and arrange supervision, travel and/or lodging for the dismissed student.
- Respond promptly to other special situations and emergent student needs as necessary, looping in supervisor and other staff as needed.

Risk Management - 25% time

- **COVID procedures.** Work with TA staff, other site supervisors, and host university administration to refine and implement COVID policies and quarantine strategies including off-site quarantine accommodations as necessary. Work with Factotums to provide appropriate care for staff and/or students if quarantining is necessary. This may require the supervisor to chaperone and stay in off-site housing.
- **Medical needs.** Work with Factotums to ensure that the medical needs of students (e.g. doctor's appointments, allergies, food restrictions, mental health needs, disability accommodations, etc.) are appropriately met, and promptly reach out to supervisor if additional support is needed.
- **Crisis support.** Be available on call to assist after hours in an emergency or crisis support for factotums and participants.
- **Other risk management.** Proactively monitor potential risks to safety, health, property, institutional relationships, and programmatic goals. Take active steps to reduce risk; promptly notify supervisor of concerns.
- **Documentation.** Ensure that incident and injury reports are completed and filed in a timely manner.

Other Responsibilities

- Strive to enact Telluride Association's commitment to anti-racism, diversity, equity, and inclusion in all activities and duties.
- Support Telluride Association to maintain a safe working environment. Act proactively to prevent accidents and injuries and communicate hazards to supervisors when identified.
- Be familiar with and strive to follow any applicable compliance standards, regulations, and Telluride Association policies/procedures.
- Support the general activities of Telluride Association and carry out other duties as assigned.

Work Environment and Physical Demands

- Essential physical requirements: Position requires use of computer, phone, and office equipment. Position requires travel and evening/weekend work. Requires some movement of objects less than 100lb.
- Visual: normal concentration
- Hazards: limited exposure

Equal Opportunity Employment

Telluride Association does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, age, marital status, sex, sexual orientation, gender identity, disability, or any other legally protected category. Telluride Association is committed to building a diverse staff, and welcomes applications from people of color, women, LGBTQIA+ people, and people with disabilities.

Signatures

Employee Signature: _____

Employee Name: _____ Date: _____

Supervisor Signature: _____

Supervisor Name: _____ Date: _____