

## Dorm Monitor Job Description Minnesota Business Venture

### Reports to:

- Dorm Monitor Coordinator
- All BestPrep MBV Staff

**Compensation:** Base pay \$500/week. Returning Dorm Monitors receive an additional \$25 per summer for each previous year worked. Housing and meals provided.

### Summary:

Dorm monitors are responsible for supervising students in the residence halls and ensuring that all campers are accounted for each evening at curfew. While Dorm Monitors are not expected to remain awake throughout the night, it is the responsibility of the Dorm Monitors to remain “on duty” until it can be reasonably determined that all campers are settled for the night. During the afternoon and evenings, dorm monitors help run various activities.

### Responsibilities:

- Enforce Code of Conduct Rules during the MBV week, including evening curfew.
- Responsible for accurately logging student names and room assignments into computer and printing out reports immediately following check-in on opening day.
- Responsible for checking assigned rooms and floor(s) each night. This includes conducting a thorough search of every dorm room: under the bed, in the closet and behind the door.
- Staying awake until all students are quiet and asleep.
- Appropriately deal with minor infractions: loud music, getting a drink of water after curfew, etc.
- Report major infractions to MBV staff immediately: alcohol, tobacco, leaving dorm after curfew, etc.
- Monitor student behavior in the dorms at all times.
- Supervise students during recreation time
- Report to the MBV office by noon each day to assist with camp activities for the remainder of the day and evening. Possible afternoon/evening duties: monitor dorms for ‘missing’ students, help out in the MBV office, be a photographer at activities, help run activities, monitor the gym or pool areas, etc.
- Ensure all participants are actively engaged; identify students that may need extra attention and assist them in having a positive camp experience
- Attend daily staff meetings with Dorm Monitor Coordinator
- Dorm Monitors may take injured or ill students to clinic/emergency room or run errands as needed by office.
- Other duties as assigned

### Skills:

- Problem solver who can ask for assistance when needed
- Professional communication skills to interact with MBV students, staff, and volunteers
- Works well with and commands the respect of peers
- Is an exemplary role model for other participants
- Enthusiasm and positive attitude
- Be firm; it is your job to enforce the rules, Code of Conduct and curfew
- Understand appropriate accountability measure is a verbal reprimand, earlier curfew, etc. *Physical punishment of any kind may not be used at any time.*
- Possess respect for self, and for cultural and socio-economic differences of students attending MBV

### Qualifications:

- Must be at least 19 years of age
- Experience working with teens ages 14-18 preferred, especially in a residential setting
- Knowledge of Minnesota Business Venture program preferred
- Knowledge of First Aid/CPR preferred

**Your most important job is to be a good role model, share your knowledge, and make MBV a positive experience for everyone around you.**