

Position Title: SFYCA Activity Director

Supervisor: Barbara Harris, OBF Program Coordinator

Hours per week: Remote hrs/week varies May 27-June 23, 2025; required onsite June 25-July 9

Compensation: Fixed fee of \$2,100 plus room/board in a residence hall single room

Position Summary: SFYCA Activity Directors live in UO Building B Residence Hall with the SFYCA participants for the duration of the program and are responsible for making sure that participants arrive at rehearsals, classes, and performances in a timely manner. AD's will attend an orientation and first-aid/mental health training session prior to the start of the program, meet daily to go over schedule changes and other relevant issues.

Job Duties:

- Attend Activity Director orientation and First-Aid & Mental Health training sessions
- Assist in SFYCA Registration/Check-in and Check-out
- Accompany SFYCA program participants to all rehearsals, classes, concerts & social events
- Live in dorm and enforce lights-out policies, ensure that all participants are out of the dorm in the morning
- Ensure that the UO staff to student ratio is always enforced when transitioning from building to building and in the cafeteria and other spaces
- Daily check-in with SFYCA Chorus Liaison regarding schedule changes, behavior problems
- Communicate with SFYCA Chorus Liaison and SFYCA Administrator in the case of illness or injury
- Report to the SFYCA Administrator any problematic behavior on the part of the participants and/or any special needs that need to be considered.

Qualifications:

Required:

- Strong leadership & responsibility skills
- Excellent communication skills
- Interpersonal & conflict resolution skills
- Ability to work with youth in a residential setting
- Ability to adapt to changing situations while remaining focused
- Attention to safety & well-being
- Strong organizational & time management skills
- Flexibility & problem-solving abilities
- Ability to work long hours in a fast-paced environment

Preferred:

- Background in music, arts, or education
- Previous experience in student supervision or residential programs
- Basic Knowledge of first aid & mental health support and CPR certified
- Experience assisting in educational settings
- Familiarity with Oregon Bach Festival or similar programs