



ACTIVITIES LEADER / R.A. @ TLA-The Language Academy Summer Program

JOB DESCRIPTION

The Position is crucial to the quality operation of the Summer Program. The job includes, but is not limited to:

1. *Serve as a referral for international students:*

- a. Ensure that the residence is ready, tidy and provided with linens, toiletries, beds are made etc.**
- b. Meet and greet arriving students. Foster a cheerful atmosphere.**
- c. Help enforce house rules (noise, no smoking, no alcohol, meal hours, conduct and respect for other guests, wrist bands etc.)**
- d. Assist residents adjusting to their new living and learning environment by providing information about the campus and the program.**
- e. Be familiar with resources available on campus and provide information as necessary/appropriate.**
- f. Act as a support person for international group leaders who might experience issues.**

2. *Develop Relationships with our international students*

- a. Establish friendly relationships with TLA international students. Learn individual student names, and address them by their first name whenever possible, using exclusively the English language unless otherwise instructed by a program Director or if translation is needed for emergencies.**
- b. Express genuine interest and concern for international residents by being available, approachable, and accessible.**
- c. Interact with resident individuals and in groups. Follow-up with students regarding academic, personal, language, and cultural issues.**
- d. Share meals and activities with students.**

3. Provide Active Leadership

- a. Encourage positive interpersonal relationships between international students.**
 - b. Enforce the “English only” rule and encourage participants to practice their English skills.**
 - c. Execute program of events as directed by the TLA directors. Accompany students on excursions and actively partake in sport and evening activities.**
 - d. Provide cultural information about California, excursion destinations and lifestyle in the US.**
- 4. Creating a Safe and Pleasant Environment**
- a. Respond appropriately to concerns as they occur, and you become aware of them.**
 - b. STRICTLY monitor that NO alcohol or drugs circulate in both the school and the residence.**
 - c. Immediately report concerns to the supervisor.**
 - d. Enforce curfew according to TLA rules.**

5. Act as a Team Member

- a. Work with fellow R.As. and TLA Directors to develop on campus projects.**
- b. Participate in regular staff meetings.**
- c. Enforce all policies in a consistent and timely manner.**
- d. Report all safety and security issues appropriately and swiftly.**
- e. Contribute to a rotating duty schedule with fellow R.A., as directed by TLA coordinator.**
- f. Participate enthusiastically and actively in afternoon or evening activities.**
- g. Provide supervision as assigned.**

TLA requires that you attend and complete an initial program typically two full afternoons and one full day prior to the program start date. In most instances, you will represent the main contact the student (or Group Leader) has with the school. It is important that in your communication, oral or written, with the Student and our Agents you reflect the personal attention and care our School is known for. R. A's must make sure that appearance is clean, neat, and always professional. Please refer to the school policies booklet.