



# **CSI/IDAA SUMMER DANCE CAMP INTENSIVE DORM MOM JOB DESCRIPTION**

OVERALL RESPONSIBILITY IS SAFETY AND WELL-BEING OF ALL CAMPERS - THERE MUST BE A DORM MOTHER IN THE DORM AT ALL TIMES

## **SUGGESTED DAILY SCHEDULE AND JOBS**

- 1. BREAKFAST, LUNCH, AND DINNER CHECK OFF**
- 2. CLASS ATTENDANCE MONITORED**
- 3. AFTER DINNER ASSIST WITH ACTIVITIES IF NEEDED**
- 4. BEDTIME DUTIES AND WAKE UP**

Explanation of above duties:

### **1. MEAL CHECK**

- Each student has a name tag and room number. This name and number must be checked off at each meal, checking to see only those who have paid go through. Advise cafeteria worker that those without nametags must pay and check to see if someone is missing any meals and why.
- Be there early to check off all names.

### **2. CLASS ATTENDANCE WILL BE MONITORED:**

- Attendance will be monitored by
  - a) rolls checked
  - b) dorms watched
- A student must be in class, no matter what- if they are not feeling well, the student should observe the class. If they are “down” ill, they should be in their room, in bed. They must confirm that they are really sick! Dorm moms are always to keep a first aid kit in the foyer for any emergencies.
- Each room must have the student’s class schedule attached to the outside, so Dorm Mothers can see at a glance where students should be at any time. There should also be a schedule kept in a file box in the foyer in the safe-keeping of a Dorm Mom. These schedule forms are obtained from the Community Education Office; they are Academic Registration Forms and they print in triplicate.

- A Dorm Mom on duty will need to have
  - Schedule box or file
  - First aid kit
  - Check-in/check-out chart
  - Change for machines
  - Master key
  - Master list of students in rooms
- A Dorm Mom on duty will sit in the foyer. If for some reason she needs to go to a room, should leave a note on the table as to which Mom is on duty and which room she is in.

### **3. AFTER DINNER ASSIST WITH ACTIVITIES IF NEEDED**

Assist activities such as swimming, the mall, games, etc., if needed. Also assist in washing clothes or any problems younger students may have when they arrive.

### **4. BEDTIME DUTIES AND WAKE UP**

- Bedtime duties are probably the hardest of all the duties. All four Dorm Mothers will assist in this each night. It is essential all students get good nights' sleep, as it affects all their classes and their health.
- Showers are to be over by 10:00 p.m. All students must be in their rooms by 10:00, with lights out at 10:30.
- All student's doors are to be left slightly ajar for the wing's Dorm Mom the monitor. She will see each room is in order, two girls are in bed, lights are out, and that there is quiet. Then she may close each door.
- For any student breaking the rules, we will follow the conduct code as written.
- The "wake-up" Dorm Mom can knock on doors if needed or assign a senior student that responsibility.

### **FOR ANY DISCIPLINE PROBLEMS YOU CAN'T HANDLE**

- Go to Head Dorm Mom
- Go to Camp Director

**NOTE:** Each Dorm Mom needs to create a list of rooms in her wing (with girl's names for each room). Those names will be put on a master list to be kept at the table with the Dorm Mom in charge.

### **4. CLASS TIME DUTIES**

- Complete Roll sheets
- If teacher needs anything, please let us know.
- At the end of class, the teachers will mark the roll sheet to indicate any level changes recommended and give it to you. Please ask those students to come to you and let them know the teacher's suggestion.
- Encourage the students to hurry



# **CSI/IDAA SUMMER DANCE CAMP INTENSIVE FIRST DAY DUTIES**

**1. VERY IMPORTANT ARRIVAL TIME: PLEASE MAKE SURE YOU ARE AT THE COLLEGE AND READY TO GO BY 11 A.M.**

**2. AT REGISTRATION**

Assist getting students settled into their rooms and knowing what to do. (e.g.-get some lunch if they have not eaten, get dressed appropriately for the placement classes, and take all needed clothing or shoes for all classes with them.) Dorm mothers need to arrive on campus on Sunday by 11 a.m. If you would like to arrive at a different time, please contact Kammile Watt.

**3. CLASS SELECTION AND ENTIRE CAMP ORIENTATION.**

At 3:15 p.m., they will proceed to the Fine Arts Auditorium for class selection. Between these times, the dorm students will need to begin getting settled into their rooms. Please be available in your wing. Remind the students to **BRING THEIR PACKETS WITH THEM TO CLASS SELECTION**. We will have an IDDA teacher or Director with each group to help with the class registration. Please read the registration directions noting the requirements and the restrictions (i.e. no ten day students in the one-week classes or that some classes are only 1 or 2 day classes). If this is a student's first year and they have not been taking multiple classes weekly at home, try to discourage them from "overloading". Once they have their class schedule filled out and signed by you or the other person assisting, they will give you the top copy of the class registration sheets. They are to keep one copy and post the other beside their door.

**YOU WILL NEED TO HAVE WITH YOU:**

Extra class schedule triplicates, some of the "stickum" to give them for posting their schedules, and the scheduling instructions. Turn the copies of the class schedules in to the Assistant Director to be filed at the front desk.

**4. DORM ORIENTATION AND PIZZA – 6:00 P.M.**

We will have a brief orientation from the Directors then have a pizza party.... The Door Decorating Contest will begin.

**5. BED TIME**

They must be finished in the bathroom by 10:00 and lights out at 10:30.

**Whew!**