



2019 Future Latino Leaders Summer Law Institute Counselor Job Description

Location: Washington, D.C.

Date: July 19 - 28, 2019

Total Days: 10

Nature of Position: To enhance the high school students' experience at the Future Latino Leaders Summer Law Institute by serving as a role model and mentor, taking responsibility for their general health, safety and well being, and coaching a mock trial team.

Major Duty: Counselors will assist with the implementation of camp activities. They will supervise, monitor, attend, and actively participate in all activities including classroom presentation, trips and tours. While doing so, counselors are expected to serve as an appropriate role model for the Law Institute students in their charge.

Responsible to: Executive Director and Board of Directors of the HNBF

Specific Responsibilities:

1. Provide 24-hour supervision of students with attention to all of the following: program, health, happiness, discipline, cleanliness, safety, routine duties, character and skill development.
2. Be concerned for the social adjustment of EACH and EVERY student.
3. Help students plan, carry out and evaluate projects and activities, specifically classroom and mock trial activities and assignments.
4. Promote and facilitate student participation in ALL activities.
5. Assist students with having their basic needs met and any housekeeping items.
6. Work with other counselors as a team; assist other counselors in performing various responsibilities and sharing workloads.
7. Assist with camp programs and encourage student participation.
8. Exhibit positive, mature, professional and social skills, personal habits, health, dress, speech, table etiquette and relationships with other staff that serve as a beneficial model to students.
9. Serve as a positive representative of the Law Institute and the HNBF while meeting with various community and government leaders.
10. Set a good example in ALL you do at the Law Institute is intended to be a meaningful and fun learning experience for the students
11. Work with the Law Institute directors and other staff to resolve conflicts and iron out difficulties with facilities, programs, presenters, site-visits, and students. Keep staff well informed of any issues/concerns as soon as they arise.
12. Help develop, carry out and evaluate the Law Institute program ensuring the goals of the program and the integrity of the legal profession are reflected.

Counselor Rules and Regulations:

In order to have a safe, healthy camp that is a good experience for everyone, counselors will **NOT**:

1. Use objectionable, foul or obscene language.
2. Engage in or permit verbal or non-verbal put-downs of others or bullying.
3. Make threats that are unwise to carry out or administer physical punishments.
4. Be under the influence of or in possession of any drugs, alcohol or tobacco products.
5. Use cell phones or electronic devices during the course of the site-visits and classroom time unless used solely for the purpose of Law Institute duties.
6. Make or permit inconsiderate noise and disturbance in the dorms after "lights out" and before wake up time.
7. Dress inappropriately or wear offensive clothing during the Law Institute.
8. Invite personal friends, family, or visitors to attend any Law Institute activity or site.
9. Leave the site location for reasons unrelated to your specific responsibilities and duties.

Qualifications:

- A current law student at an accredited university or recently completed a law degree (within past 8 months prior to the start of the camp) or a former Law Institute Counselor.
- Ability to work as a team member with other counselors, staff and board members.
- Experience working with high school children in a group setting.
- Proven leadership skills in supervising the activities of others.
- Responsible, friendly, enthusiastic, patient and willing to learn.
- Ability to walk and stand for long periods of time, i.e. 3-4 hours

Please keep in mind that this is a program for high school students. While there may be some benefits you derive as a counselor, your primary job responsibilities and objectives are outlined above. They should be placed above your own self-interest and self-promotion.

All Future Latino Leaders Law Institute Counselors selected must sign the statement below:

As a Future Latino Leaders Law Institute counselor, I agree to fulfill the responsibilities listed above, comply with the rules and regulations listed and meet the following behavior expectations:

1. *Counselors are not to leave the camp without permission*
2. *Counselors are to maintain the curfew designated by agents.*
3. *Counselors will stay with their students at all times (day and night) unless otherwise assigned.*
4. *Counselors will not use inappropriate language.*
5. *Counselors will not engage in any other work (paid or unpaid) during the duration of the Law Institute.*

Date

Printed Name

Signature