

CONNECTICUT BAR ASSOCIATION (CBA)
JOB DESCRIPTION: Student Coach/Counselor

Title: Student Coach/Counselor
Department: Diversity, Equity, & Inclusion
Reports to: Director of Diversity, Equity, & Inclusion
FLSA Classification: FT, Non-Exempt, Temporary
Wage Range: \$16/hour

Position Summary

Under the direction and guidance of the Director of Diversity, Equity, & Inclusion, the Student Coach/Counselor will be responsible for monitoring and assisting a team of 4-6 high school students during a week-long mock trial competition and legal profession exposure program (LAW Camp). Work will include program setup, attendance tracking, general help with student engagement during the week of programming, and keeping the team's mock trial preparation on target for competition at week's end.

Primary Responsibilities

- Lead and implement prepared programs for LAW Camp student participants.
- Supervise participants and ensure their safety, skill achievement, and general well-being.
- Maintain a schedule for participants, ensuring their timely arrival and departure from program segments.
- Assist in maintaining accurate program records, including incident reports, logbook documentation, and daily attendance.
- Know and understand all emergency procedures associated with the program.
- Record and track participants' dietary restrictions/allergies and ensure that appropriate meals/snacks are distributed to them.
- Mediate any participant disputes and escalate any issues when appropriate.
- Know, enforce, and follow all safety guidelines associated with the program, including always knowing the whereabouts of your team participants.

Required Qualifications

- 1-3 years' experience in working with mock trial or other related competitions, or experience in youth programs, recreation, or a related field.
- Demonstrated leadership, particularly in the area of team or group activities.
- Strong communication skills, stamina, and patience.
- Strong interpersonal skills with the ability to engage and connect with diverse groups and individuals, as well as mediation skills.
- Excellent organizational skills.
- Well-developed prioritization skills.
- Well-developed ability to quickly switch tasks.
- Well-developed ability to remain calm and kind in stressful situations, particularly when in charge of high school students.
- Ability to work in person in New Haven for entire week.
- Ability to work from 8 a.m. to 5 p.m. each day during the week of July 8th through the 12th; breakfast and lunch are provided, and breaks will be provided throughout.

Preferred Qualifications

- First Aid/CPR training a plus (will be provided if not).

Physical Demands

This position requires an ability to sit, stand, walk, bend, lift, reach up, stoop, and carry items occasionally in excess of fifty (50) pounds. It also requires stamina to walk or self-transport 5-10 minutes on city streets between program locations outdoors in the summer.

About LAW Camp

LAW Camp is a one-week, in-person summer enrichment program sponsored by the Connecticut Bar Association's Diversity, Equity, and Inclusion Committee. LAW Camp offers high school students a unique opportunity to learn about the legal profession and develop critical and analytical thinking skills. During the week-long day camp, attendees will hear from practicing lawyers or judges, observe court proceedings, receive advocacy training, and participate in a mock trial competition. The CBA provides LAW Camp as a community service program. More information can be found here: <https://www.ctbar.org/public/k-12/law-camp>

About the Connecticut Bar Association

The Connecticut Bar Association, founded in 1875, is the preeminent organization for lawyers and the legal profession in Connecticut. With its 70+ sections and committees, the CBA produces over 300 programs each year, including the Connecticut Legal Conference. The CBA is a non-profit member service organization dedicated to advancing the legal profession and the principles of law and justice.