

2025
MUNI Residence
Director Info Packet



MUNI Residence Director At-A-Glance

The MUNI Residence Director role is a paid ~eight-week summer fellowship designed for student affairs professionals or experts in summer camp management and directing. The mission of this position is to deliver a highly-rated, safe, and fun Model United Nations Institute experience for all students staying onsite through coordination with the on-site Program Directors, management of MUN Institute evening programming and staff, and coordination with parents and students.

The Residence Director will be directly involved in preparing evening activities and campus logistics for students staying at the MUN Institute, leading a team of 3-4 Residential Counselors, and managing parent customer service questions in the months leading up to and during the fellowship term. The Residence Director will also serve as the camp's first responder for any safety emergencies (student health emergencies, missing students, suspected intruder scenarios, natural disasters, etc.) This role will require up to 60 hours of prep work delivered between April-June 2025, and 60 hours of work per program week.

The Residence Director will be trained to manage and organize their staff, provide feedback and coaching to staff when they encounter issues, and ensure that each program has a safe and supportive environment for students and staff alike to thrive. The Residence Director will also be trained on how to communicate with parents and students. The Residence Director will travel with the team to all overnight program locations.

The Residence Director must be available during the entire fellowship term from approx. **June 5th - August 9th**. Exact start and end dates will be determined before the conclusion of the recruitment process. The total compensation for the position is valued at over \$13,000 as it includes several stipends, housing, meals, and transportation throughout the term. The Residence Director will receive a **\$900 stipend per week of work, including 1 training week, and US \$20 per hour for pre-summer work**. This role is open to anyone who has authorization to work in the United States. Visa sponsorship will not be available.

Core Competencies:

- 1) Situational Awareness
- 2) Tactical Risk Management
- 3) Diversity, Equity, and Inclusion
- 4) Passion for Mentorship
- 5) Self-Management & Stress Resistance

Core Skills:

- 1) Camp Directing and Program Design
- 2) Student Safety
- 3) Student Engagement & Experience
- 4) People Management



Best Delegate Overview

About Best Delegate

[Best Delegate](#) is a global education company working to empower youth, in line with the United Nations goals of achieving [Global Citizenship Education](#). We believe Model United Nations is the single best activity for preparing future world leaders. Best Delegate was co-founded in 2010 by Ryan Villanueva and Kevin Felix Chan, who are lifelong MUNers and some of the world's leading MUN experts.

Twelve years later, Best Delegate is a fast-growing team with big goals. The team now comprises 5 full-time staff and 40+ part-time staffers under the leadership of CEO Laurabeth Goldsmith. We've grown our summer programs, workshops, MUN Clubs, and other events and MUN resources to reach people around the world. We aim to inspire any student to see a path for themselves as a changemaker for their community, whether through public policy, international affairs, or through another career path that uplifts others around them. Our websites attract over 2 million visitors annually, and we want to spread MUN to any student or teacher who wants to learn about the life-changing activity that is MUN. We're looking for a Residence Director who shares our same passion to create a generation of global citizens.

Company Core Values


All Best Delegate team members are expected to embody the company's core values through their work. The core values guide the culture of the organization – it informs what makes a great leader in the organization and who to hire and promote. The core values are:

- Bring Out the Best: Mindset to engage with people and challenges in a positive way
- Passion for Mentorship: Actively help others personally grow
- Open to Feedback: Listening with the intent to learn, reiterating and acting on what was heard
- High Performer: Commitment to consistently take full ownership of accountabilities
- Strategic: Aligned with the bigger picture, solves the bigger challenges through right solutions



Mission and Expected Outcomes for MUN Residence Director

The MUN Institute schedule at-a-glance:

Overnight Model UN Institute Camp Schedule									
Start Time	End Time	Duration	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:30 AM	8:00 AM	0:30		Wake-up Check-in	Wake-Up & Check-In	Wake-Up & Check-In	Wake-Up & Check-In	Wake-Up & Check-In	Wake-Up & Check-In
8:00 AM	9:00 AM	1:00		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
9:00 AM	9:50 AM	0:50		Class	Class	Class	Class	Final Simulation	Check out of Dorms
9:50 AM	10:40 AM	0:50		Class	Class	Class	Class		Departures/ Pickups (10-11am)
10:40 AM	11:30 AM	0:50		Class	Class	Class	Class	11am: Photos	
11:30 AM	12:30 PM	1:00		Lunch	Lunch	Lunch	Lunch	Lunch	
12:30 PM	1:20 PM	0:50	Airport Pick-ups from 1-5pm	Class	Practice Simulation	Practice Simulation	Class	Final Simulation	Airport Drop-offs from 8am-Noon
1:20 PM	2:10 PM	0:50		Class			Class		
2:10 PM	2:20 PM	0:10		Break			Break		
2:20 PM	3:10 PM	0:50		Class			Class		
3:10 PM	4:00 PM	0:50		Class			Class	Positive 360 Feedback	
4:00 PM	4:50 PM	0:50	Residential Check-in	Feedback	Feedback	Feedback	Feedback	Closing Ceremonies	
4:50 PM	5:00 PM	0:10	Unpack, Get ready for dinner	Daily Debrief	Daily Debrief	Daily Debrief	Daily Debrief	Departure	
5:00 PM	6:00 PM	1:00		Return to Dorm, get ready for dinner	Return to Dorm, get ready for dinner	Return to Dorm, get ready for dinner	Return to Dorm, get ready for dinner	Return to Dorm, get ready for dinner	
6:00 PM	7:15 PM	1:15	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	
7:15 PM	9:15 PM	2:00	Residential Briefing / Group Icebreakers	Campus Tour	Sports Night	City Night (Dessert)	Trivia Night (Jackbox, Kahoot)	Board Game + Movies	
9:15 PM	11:00 PM	1:45	Freetime	Freetime	Freetime	Freetime	Freetime	Board Game + Movies	
11:00 PM	7:30 AM	8:30	Curfew	Curfew	Curfew	Curfew	Curfew	Curfew	
We make it EASY to learn MUN 									

Key Outcomes the Residence Director will be Responsible for:

1. Camp Direction
 - a. Serve as the program lead on campus during all weekend days, including leading program and residence check-in/check-out with management support from one Program Director, staffing support from 3-4 Residential Counselors, and potential support from up to 6 Diplomacy Fellows.
 - b. Serve as the program lead on campus following the end of classroom programming at 4pm (middle school) or 5pm (high school). This includes prep meetings in the early afternoon to ensure the residence team is set to begin working with students by class end time.
 - c. Facilitate students in transition times from classroom to evening activities, including captaining the program through dinnertime on campus, and through a chosen evening activity, student freetime, and curfew each night.
 - d. Oversee residential counselors in the completion of curfew watch until their release at 1am each evening.
 - e. Support Program Directors in ordering, organizing, and distributing camp materials for staff and students each program week.
2. Evening Program Design and Execution
 - a. Design a suite of evening programming (at least one activity per night while students are on campus). Evening programming should prioritize student fun, and should serve as a space for students to release stress or energy from the day

- in the classroom.
- b. Execute all evening programming with the support of 3-4 Residential Counselors, and potential support from up to 6 Diplomacy Fellows. This includes at least 1, and up to 3 nights of off-campus programming within a 15-minute radius of campus by foot (city night dessert trip, pharmacy/grocery runs, etc.)
- 3. Student Safety, Engagement, & Experience
 - a. Independently manage evening programming for a ~8 week track of MUNI programs with support from ~3-4 staff, ensuring zero incidents where student safety is compromised, while achieving an average 70% [Net Promoter Score](#) from program attendees
 - b. Be on-call during evenings and weekends for student medical emergencies, including accompanying students facing medical emergencies to hospital. Must practice full, quick, and empathetic communication with parents/guardians during any medical emergencies.
 - c. Be on-call for any parent questions and concerns about camp programming from 5pm-7am each weekday, and all day on weekends.
- 4. Management of Residential Counselors
 - a. Successfully manage a team of ~3-4 Residential Counselors to execute all evening and weekend programming on campus. Residential Counselors will come on each day at approximately 3pm, and remain on until 1am each evening. Residential Counselors are to receive one weekday off per programming week.

*Note: This role assumes a ~60 hour workweek during all programming weeks.

Example Timeline for MUNI 2025 Programming (Actual Timeline may Differ)

Program Week	Program Location
June 9-13	Training - Dallas, TX
June 15-21	Dallas, TX
June 22-28	Washington, DC
June 29-July 3	Washington, DC
July 6-12	Washington, DC
July 13-18	OFF week
July 19-26	Los Angeles, CA
July 27-August 2	Bay Area, CA
August 3-9	Boston, MA

Ideal Candidate

The Residence Director must be someone who thrives in a fast pace, high output environment. This position will require the ongoing management of multiple, multi-faceted projects at all times. This person should have strong interpersonal skills and feel very comfortable engaging with parents, vendors, team members, and students. This role allows for a high degree of flexibility and independence; being a self-starter is essential. Candidates who meet *most* of the requirements below are encouraged to apply.

Technical requirements include:

- Experience managing students in a residential context, e.g. University Residence Coordinator, Residence Assistant, etc.
- Previous experience delivering educational experiences to students, especially in a summer-camp environment designed for well-rounded student enrichment.
- Ability to design and execute programming to foster student connection, including icebreaker activities, evening sports and games, and cultural/educational enrichment.
- Demonstrated experience in team management, and ability to lead as a professional, inspiring, and approachable mentor to staff.
- Excellent skills in logistics management and communication. The Residence Director will be responsible for owning the administrative functions of the programs department, including operating systems and logistics plans, process documentation & checklists, CRM, and regular client and staff communication platforms.
- Must be at least 21 years of age or older, and eligible to work in the United States. Visa sponsorship will not be available. Must pass a background check.
- Must acquire first aid/CPR certification, and complete ACA Camp Director Training prior to arriving onsite for MUNI 2025. Must be on site for all MUNI programs.

The ideal candidate will embody the following core competencies:

- Situational Awareness: Prioritizes physical and emotional safety of students and staff on campus, and quickly responds to changes in program logistics and handles unexpected challenges with grace and focus on high-level goals.
- Tactical Risk Management: Able to identify, assess, evaluate, mitigate, and monitor or

control risks to program safety while on campus, including the ability to serve as an effective facilitator and communicator between parties and deescalate conflicts.

- Diversity, Equity, and Inclusion: Able to understand and commit to creating a diverse, equitable, and inclusive work environment for students and staff alike, including through the demonstration of allyship, understanding of how intersectionality may affect student/staff reactions to situations on site, and build a culture of belonging.
- Passion for Mentorship: Creates a welcoming environment that encourages different perspectives and new ideas, builds a culture of curiosity, openness, and creativity across the organization. Improves the skills, abilities, and knowledge of others.
- Personal-Management & Stress Resistance: Able to harness one's emotions, thoughts, and behaviours effectively in different situations, achieve goals and aspirations, and delay gratification or manage stress with motivation and agency to accomplish goals.
 - **Note: This role requires up to 60 hours of work per week of programming.*

The following skills and competencies are an asset:

- Previous experience staffing the Best Delegate Model United Nations Institute.
- Previous first aid or medical experience, and in-depth knowledge of the US emergency healthcare system.
- Model United Nations experience, including as a delegate and in leadership positions. Previous management experiences such as Secretary-General or Head Delegate.
- Demonstrated experience in customer service and/or parent communication roles.
- Strong background in Google Suite, Slack.

What We Offer

Benefits for the Residence Coordinator position include:

- Stipend of \$900 USD per week, including training.
- \$20 USD per hour for pre-Summer work in April - June.
- Flights to and from the beginning and end of the program, as well as for off weeks, fully covered by Best Delegate.
- Flights, trains, or local transportation between program locations is covered.
- \$100 technology stipend for phone and data usage.
- Housing will be provided throughout the term. On off weeks, housing is not provided.
- Breakfast, lunch, and dinner will be provided during all program dates, either in campus dining halls or through a per diem. On off weeks, meals are not provided.
- Certificate of Completion and MUNI Gavel, Pin, and Polo Shirt upon passing Management Training.

Who you will report to:

- Senior Programming Manager, Logan Smith (logan@bestdelegate.com) ~5 weeks
- Programming Manager, Alejandra Drew (alejandra@bestdelegate.com) ~3 weeks



How to Apply

Interested candidates should submit a cover letter and CV to logan@bestdelegate.com. Interviews will be held on a rolling basis from March 1, so applicants are encouraged to apply early. Once a suitable candidate is selected, applications will be closed. Should you have any additional questions or need accommodations during the interview process, please don't hesitate to reach out.¹

¹ Best Delegate is committed to being an equal opportunity employer, seeking to create a welcoming and diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, family status, marital status, sexual orientation, national origin, genetics, neurodiversity, disability, age, or veteran status, or any other non-merit based or legally protected grounds.

