

# OKLAHOMA SENATE

## JOB POSTING

### Page Resident Counselor

#### Senate Page Program

This employment opportunity is for limited-term (session-only) employment during the regular legislative session (February through May). Full job description is attached.

**Position:** Page Resident Counselor (\$27.00/hr).

**Rate of pay:** Hourly straight time for all hours compensated (no time and a half). Page Resident Counselor shall be required to stay at the hotel overnight and transport Pages to and from the state Capitol and for evening activities.

**Dates of Employment:** Monday, January 27 through Friday, May 30, 2025 (legislative session hours of Sunday evening through Thursday afternoon begin February 2, 2025). Workdays may vary depending on the legislative session schedule.

**Page Resident Counselor** position requires work periods, based on need, of up to seventeen (17) consecutive weeks for five (5) limited daytime hours and evenings (overnight) each week and six (6) limited daytime hours and evenings the last two weeks of the legislative session. Counselor will average compensated time of 30-45 hours per week. Compensated hours begin approximately at 6:30 a.m. and end approximately 11:00 p.m. Counselor will have uncompensated free time from 8:30 a.m. until 3:30 p.m. except on days of field trips or unless needed at the Capitol by the Page Program Coordinator.

Duties include but are not limited to supervision of the Senate Pages – up to nine (9) high school students per week, both lodging and commuting. Responsible for the well-being and safety of Pages. Must be able and willing to drive a fifteen (15) passenger van used to transport Pages to and from the state Capitol and for evening activities. Required to manage room assignment records. May be asked on a limited basis to supervise Pages at the state Capitol. The Page Resident Counselor manages projects and activities associated with the Senate Page Program in coordination with the Page Program Coordinator. The Page Resident Counselor will be reimbursed for meals and/or be included in meal order with Senate Pages up to a total of five (5) meals per week.

**Candidates must possess a valid Oklahoma Driver's License and shall provide proof of vehicle insurability. Candidates shall undergo an extensive OSBI background check and a Department of Public Safety driving record check.**

To apply please email your resume to:

[hrsenate@oksenate.gov](mailto:hrsenate@oksenate.gov)

OR mail or deliver to: Oklahoma Senate, HR/Personnel Services,  
2300 North Lincoln Blvd., Ste 309.1C  
Oklahoma City, OK 73105-4808.

Open: 1/2/2025  
Close: 1/24/2025

# **Page Resident Counselor**

## **JOB DESCRIPTION**

### **DEFINITION:**

The Senate Page Program provides junior and senior high school students with the opportunity to participate and experience the process of creating, discussing and passing the laws of the state of Oklahoma during the regular legislative session which begins the first week of February and ends by the last Friday in May. The selected high school students represent their senators and work during the day at the state Capitol performing a variety of tasks and learning about the state legislative process.

Under general supervision of the Director of Administration and Chief Operating Officer, performs assigned tasks to provide the necessary supervision, protection, leadership, and guidance to the Senate High School Pages who lodge at the hotel and who participate in the evening activities; and to provide and promote the safety and security of Senate Pages. This employment is for limited term employment during the regular legislative session. Married couples may be considered.

### **EXAMPLES OF WORK PERFORMED:**

Provides initial orientation and instruction to Senate High School Pages regarding the protocol and rules at the hotel and during evening activities.

Schedules and may revise Page room assignments at the hotel. Supervises the evening activities of Pages, and any assistance with the Page staff.

Coordinates Page activities and transports Pages to and from the state Capitol, evening activities or other activities. Encouraged to pursue new and interesting evening activities for the Pages.

Coordinates with Senate Page staff to ensure the daily requirements for the Pages and Page staff are met.

Responsible for determining any special accommodations for Pages such as dietary and medical provisions while at the hotel or evening activities.

Provides the necessary protection, leadership, and guidance to Senate Pages.

Performs other work as required and assigned.

### **KNOWLEDGES AND SKILLS:**

Enjoys working with high school age students. Basic knowledge and experience in the application of the principles and practices of youth healthcare and safety precautions, and of administering fundamental first aid.

Ability to secure and maintain the confidence and coordination of Senate Pages;

to exercise mature judgment in appraising a situation and to adopt an effective course of action; to follow oral and written instructions; and to maintain simple records and reports.

Must possess the ability to function successfully in stressful situations, to solve problems in instances that require tactful, sensitive responses to Senate Pages, parents/guardians, citizens and employees, and the ability to find sensible solutions to matters requiring immediate attention and/or action.

Skill in understanding and interpreting policies, procedures, and rules; in communicating effectively in person, via phone and email to present information clearly and concisely; in listening to and recording information accurately; and in proofing materials accurately and in a timely manner.

Ability to work cooperatively and courteously with others.

Temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner.

Must possess the ability to make group presentations; and may be asked to introduce featured speakers and direct the evening educational component of the Page Program.

#### **EDUCATION AND EXPERIENCE:**

One (1) year experience in the performance of providing youth guidance or youth counseling or related experience; general knowledge of the principles and practices of youth guidance; and simple health and safety precautions, and first aid methods.

#### **ADDITIONAL REQUIREMENTS:**

Candidates shall be required to possess a valid Oklahoma Driver's License and provide proof of vehicle insurability.

A Department of Public Safety driving record check and an extensive background check with the Oklahoma State Bureau of Investigation (OSBI) is required before hire to determine if any criminal record would preclude from further consideration.