



Residential Dorm Parent

FLSA: Non-exempt hourly during school year

Reports to: Director of Residential Life

Summary:

Residential Dorm Parents create a safe and nurturing home environment for the school's 32 residential students in grades 9-12.

A successful candidate will have experience in supervising students of relevant age; a passion for residential life; and a calm and friendly demeanor. Fluency in a second language and international experience is desirable.

Primary Responsibilities of the Residential Dorm Parent

General

- Document student progress in areas focusing on residential student life. Help address areas of concern.
- Create a welcoming, supportive, and respectful living environment for all students and staff at Riverstone House, while ensuring that boarding school policies are communicated and followed.
- Foster relationships by building community with boarding students, parents, and colleagues.
- Help students navigate life as it relates to personal well-being, academics, and environment.

Residential Life

- Understand and assist with carrying out policies identified in the Residential Student Handbook and ensure all safety and security procedures are followed.
- Assist with new student and family orientation planning and implementation.
- Serve as an advisor for a collective group of residential students assigned to a "house".
- Participate and lead dorm activities as assigned by the Residential manager.
- Assist with students and parents on arrival dates at the start of the school year.
- Assist with student check-out and dorm clean up at the end of the school year.

Student Support and Safety

- Help educate students about the school's fire safety procedures and emergency protocols and guide students during fire drills and evacuations.



Communications and Meetings

- Communicate regularly with the residential team, as well as other relevant staff about student welfare.
- Attend weekly meetings with dorm staff and other training and meetings as required.
- Support the boarding team in the regular and effective communication of the Riverstone House experience to families of boarding students.

Facilities and Transportation

- Escort and supervise students to and from student activities.
- Drive students to school in the morning and to Riverstone House in the afternoon, as well as weekend activities and airport pickup/drop off as needed.

On Duty Responsibilities

- Take student rollcall at a designated time each evening and follow up on any missing students; ensure student sign-out and sign-in procedures are followed.
- Conduct waking and lights-out duties.
- Ensure students keep noise to a minimum.
- Be a supportive presence and act as a point of contact for any concerns, illnesses, or emergencies that arise; be approachable but professional so that effective relationships with students can be developed.
- Respond appropriately to emergencies or issue and follow up with the Boarding Manager.
- Relay any concern, complaint, or difficulty to the Boarding Manager.
- Ensure that the common areas are clean and organized each day.
- Attend meals when on duty, to engage with the community and build relationships with students.

Required Skills:

- Experience working in a residential position with relevant age group.
- Possess a valid driver's license and be able to safely operate a 12-passenger van.
- Able to establish calm discipline.
- Confident with students; able to establish rapport and assert authority when needed and maintain appropriate boundaries.
- A positive outlook, sense of humor and ability to stay calm in crisis.
- Good listener and communicator.
- Ability to pass a background check.



Physical Requirements:

- Ability to lift up to 20 lbs. on occasional basis.
- Mobility sufficient to move about the dorm.
- Ability to drive students safely.
- Ability to see, hear, and speak as to communicate clearly with students and coworkers.

Employment and Benefits:

- Competitive hourly wage paid once per month for hours worked.
- This position does require the ability to work some weekends, holidays, and school breaks. The residential facility will be closed to students for ten days during the school's winter break*, and possibly ten days during spring break*. It is up to the boarding managers discretion as to whether there will be work available during these times. School is typically closed during the summer months, there will not be work available during these breaks.

Management reserves the right to change or add to this job description at any time.