



Director of Student Activities and Residential Life

Summary

The Director of Student Activities and Residential Life is responsible for developing, implementing, and evaluating the strategic direction of Riverstone's high school residential program, as well as the strategic direction of Riverstone's athletic, outdoor, service, and student life programs.

The Director will lead a team that includes our Residential Coordinators, Athletic Coordinator, Outdoor Education Coordinator, and Student Activities and Service Coordinator.

This position will report to the Head of School and serve as a member of Riverstone's executive leadership team. This is an exempt, year-round position.

Job Description and Responsibilities

School Administration

- Serve as a member of the school's executive leadership team
- Serves as a member of the school's safety committee

Residential Responsibilities

- Provide strategic leadership and development of educational, recreational, social, and cultural programs for residential students. These programs must support the philosophy, aims, and policies of the School and prioritize the welfare, health, and safety of our residential students.
- Maintain a visible presence in the dormitory to provide a positive culture that reflects Riverstone's Guiding Principles.
- Assist with the recruitment, selection, and retention of Residential Coordinators and Residential Student Teachers in Training.
- Supervise the Residential Coordinators including employment, orientation, training, professional development, and review of these individuals.
- Positively build relationships with students, parents, dorm staff and others.
- Develop a maintenance program for our residential facilities and equipment.

Student Life Responsibilities

- Manage a team that includes the Athletic Coordinator, Outdoor Education Coordinator, and Student Activities and Service Coordinator.
- Initiate and support programs to improve the integration between day and residential communities.
- Supervise the Athletic Coordinator to best support the school's athletic program and its strategic direction as set by the Head of School.
- Supervise the Outdoor Education Coordinator to assure the Outdoor Education program meets the needs of the school.
- Supervise the Student Activities and Service Coordinator and programs associated with this role.
- Create and oversee all applicable budgetary functions.



Skills and Experience

- Bachelors Degree
- Minimum of 5 years of administrative or educational leadership experience
- Minimum of 5 years of supervisory experience in a boarding/residential program
- Strong organizational and planning skills
- Demonstrated experience with risk management and risk management planning
- Understanding of experiential outdoor education
- Demonstrated knowledge of student affairs issues, trends and strategies, including the areas of student retention
- Demonstrated success as a leader in a collaborative, complex, multidisciplinary environment
- Demonstrated budgeting and scheduling proficiency

Riverstone International School is an equal opportunity employer.

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