



## **Residential Coordinator**

### **General Description**

Riverstone International School seeks to hire an experienced, full-time Residential Coordinator who will assist in the daily management of Riverstone International School's residential programs, residential facility, and its occupants.

In August 2016, Riverstone International School began a residential program at its purpose-built facility, Riverstone House. While Riverstone is located on the southeastern edge of Boise in a beautiful residential area, Riverstone House is located in Boise's vibrant downtown. In our first year, we hosted 15 students and will expand to 28 students in the Fall of 2017.

The school strives to provide an exceptional experience for residents and create a central location that all high school students are drawn to after school and on the weekends. This will encourage our students to establish a strong sense of community and to enjoy all Boise has to offer together.

A successful candidate will have experience in a secondary school boarding program with leadership and management responsibility; teaching or counseling experience; a passion for residential life; and a calm and friendly demeanor. Fluency with a second language and international experience is desirable. Must be certified in First Aid and CPR. Must possess a valid United States Class D Drivers License.

### **Responsibilities**

Reporting directly to the Middle and High School Director, the Residential Coordinator will:

#### **Residential Program Implementation**

- Prioritize the welfare, health, and safety of residential students above all other duties.
- Implement residential programs, which support the philosophy, aims, and policies of the School. Specifically, promoting an innovative and engaging program that takes advantage of the unique location of the facility in downtown Boise and opportunities within the greater area, while supporting students who are striving to meet the requirements of the International Baccalaureate Programmes.
- Coordinate residential student activities outside of school hours. Examples may include implementing study hall schedules, community service opportunities, social activities and events of interest to students.
- Collaborate with the Outdoor Education Coordinator to organize outdoor opportunities for residential students that are readily available both in Boise and in the surrounding area, including skiing, rock climbing, kayaking, and hiking.
- In conjunction with the Student Activities and Service Coordinator, organize activities that complement other school activities and welcome high school students to the residential facility to enhance the student community.
- Operate the school's passenger vehicles (excluding the school's buses) for transportation and other needs related to the residential program.



### **Student Support**

- Provide support and, when needed, refer students with academic concerns to the Middle and High School Director to improve and monitor the situation.
- Provide support, and when needed, refer students with wellness issues to the School Counselor to improve and monitor the situation.
- Administer basic first aid and prescribed medicines, provide support for ill students, and assist in obtaining necessary medical care.

### **Employment, Benefits and Salary**

- Employment is contracted to work from August 1 to June 15.
- The residential facility will be closed to students during the School's winter break and spring break. The coordinators may choose to stay in the facility or travel.
- There may also be separately paid opportunities in the summer as the School develops additional programs.
- Professional development opportunities as agreed upon.
- Private 700 square foot apartment located in the facility is provided; meals provided when school is in session.
- Competitive salary and benefits.