

POSITION:	Summer Program Residence Director
DIRECT REPORT:	Director of Admissions & Operations
EMPLOYMENT STATUS:	Seasonal
EMPLOYEES SUPERVISED:	Up to 25 summer staff including: hall directors, resident advisors, summer support representatives, and nurse(s)

Position Description:

The Summer Residence Life Director is responsible for the delivery of a customized residence life experience through the management of staffing and operations of the CPYB's 5-Week Summer Ballet Program (5WSBP) as it relates to residence life (personnel and residence hall oversight, student safety, student life, programs and activities, student wellness support, etc.). This position maintains regular business work hours leading up to the 5WSBP and lives on-site while residence staff and students occupy residence halls for the 5WSBP.

Employment Duration:

Although flexible, this position requires a minimum time commitment as follows:

- Remote work to begin upon executed contract through May 21, 2023.
- Arrival to Carlisle May 22, 2023.
- In-person work May 22 – July 27, 2023

Core Responsibilities:

- Coordinate logistics of campus residential planning with internal and external partners including Admissions and Student Affairs, Academic Team and Dickinson College · Manage residence life staff for duration of program;
- Oversee 5WSBP residence life staff travel logistics;
- Review, maintain and enforce Residence Life Staff Handbook and related sections of Summer Program Student Handbook; revise policies as needed;
- Plan and implement required safety and job specific training for residence life staff;
- Participate in the overall planning and management of the residence hall system, including but not limited to the projection of dorm space needs based on anticipated enrollment and coverage of residence hall front desk shifts;
- Generate rooming assignments for students and staff;
- Provide a high level of student care and crisis response throughout the 5WSBP;
- Ensure the safety of students and staff during the 5WSBP by collaborating with CPYB leadership, security and Dickinson College Public Safety;
- Coordinate dining services for students/staff including specialized planning for those with specific dietary needs;
- Ensure the physical and psychological needs of all students by working with nurses and school psychologist consultants;
- Be visible, available, and approachable for staff/students/parents/vendors through various engagement strategies;

- Maintain regular office hours for residence life staff/students;
- Maintain daily reporting to Director of Admissions and Operations and assist with other aspects of 5WSBP planning as needed.
- Oversee student life integration disciplinary needs in conjunction with CPYB leadership for serious situations affecting student safety or health;
- Collaborate with Artistic Leadership during the 5WSBP in areas that concern residential students as needed;
- Provide oversight and coordination of the off-site excursions included in 5WSBP Activities Package;
- Design and oversee 5WSBP activities and on-campus educational/social programming, in collaboration with the residence life staff;
- Provide feedback for each residence life staff members by conducting one-on-one meetings;
- Manage fiscal operations associated with the Summer Residence Life Program in conjunction with the Director of Admissions & Operations, Finance, and CEO;
- Other duties as assigned in support of CPYB and 5WSBP;
- Project and maintain a positive, professional image of the organization at all times

Qualifications:

- Supervisory/managerial experience in residence life program.
- Demonstrated leadership skills.
- Ability to handle crisis management situations.
- Ability to work collaboratively with program administrators and staff. Demonstrated excellence in administrative office, student affairs, and residential programs.
- History of progressive leadership in work setting involving youth, student affairs, dormitory/residential life, student life, etc.
- Excellent oral and written communication skills
- Ability to obtain appropriate security clearances to work with children to include the PA State Police Background Check, PA Child Abuse History Certification and the FBI Criminal Background Check required
- Travel and transportation between office locations, off-site meetings, productions, etc. is required
- Availability to live on-site and be on call for the duration of the 5WSBP is required.
- Knowledge of performing arts; preferably dance (preferred)
- Experience working with or attending summer dance program or camps (preferred)
- Experience working with children ages 12-18 (preferred)

Competitive Compensation includes:

- Stipend of \$8,000
- Round-trip transportation for arrival to and departure from the program
- Per diem and local housing accommodations May 22 – June 7, 2023
- Room & board at Dickinson College June 8 – July 27, 2023
- Ability to take free ballet classes during the 5WSBP

To apply, please send resume, cover letter and employment application (download [HERE](#)) to CPYB Director of Admissions & Operations, Brigette Plummer, at plummer@cpyb.org.