

POSITION: Resident Advisor
DIRECT REPORT: Summer Residence Life Director
EMPLOYMENT STATUS: Seasonal

FUNCTION:

The Resident Advisor (RA) assists the Hall Director (HD) with the supervision and operation of a residence hall and related programs for students attending the School's 5-Week Summer Ballet Program. The RA's primary responsibility is the health and wellness of our students. The RA directly supervises a floor of approximately 15 residents and cooperates with other Summer Ballet Program staff to provide the best possible residence life experience for students living on the Dickinson College campus.

Employment Duration:

Length of Employment: Sunday, June 9th – Monday, July 22nd, 2024

**Arrival to Carlisle, PA by 3:00 PM EST on June 9th*

- Training: Sunday, June 9th – Friday, June 14th, 2024
- Program: Saturday, June 15th – Saturday, July 20th, 2024
- Wrap-Up: July 20th – July 21st, 2024
- Departure: July 22nd, 2024

Core Responsibilities:

- Directly supervise a floor of approximately 15 residents, providing care, guidance and support to the residents on a daily and as-needed basis;
- Serve as a positive role model;
- Create a positive and thriving residential community;
- Motivate and encourage students throughout the 5 Week Summer Ballet Program;
- Maintain awareness of assigned residents' health, well-being and class attendance and address concerns appropriately and in a timely manner;
- Actively engage all residents in conversation, with special attention paid to those who may be shy, introverted, or need extra attention;
- Maintain professionalism and a sense of calm when addressing situations or speaking to parents and students;
- Attend and participate in staff training the week prior to the program start date;
- Enforce CPYB rules, regulations, and policies;
- Assist in the resolution of student behavioral issues;
- Respond to student-related emergencies;
- Inspect rooms for cleanliness and damages every Sunday;
- Submit requests for maintenance and follow up on requests;
- Assist with implementing student check-in/-out procedures;
- Transport students by walking or in program vehicles as necessary;
- See that students who are ill receive medical care and are resting in their rooms when advised;

- Inform the Hall Director of all safety, security, maintenance, damage and personnel problems
- Keep accurate and detailed student records;
- Participate in every staff meeting;
- Meet individually with the Hall Director at least once per week;
- Check email for staff updates several times each day;
- Serve as the RA on-call, mail duty or front desk attendant as scheduled by the HD;
- General administrative tasks;
- Plan at least five activities for assigned residents, with at least two activities being collaborative;
- Facilitate and encourage participation in all activities;
- Actively and enthusiastically participate in activities;
- Project and maintain a positive, professional image of the organization at all times

Qualifications:

- 18 years of age by June 3rd, 2024
- 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
- Demonstrated ability to plan, organize, and lead activities for large groups of children
- Prior supervisory and leadership experience preferred
- Experience working with children and youth preferred
- Ability to handle and resolve crisis management situations
- Demonstrated leadership experience with strong organizational and interpersonal skills
- Flexibility to accommodate work schedule to meet the needs of the program
- Knowledge of performing arts; preferably dance (preferred)
- Experience working with or attending summer dance program or camps (preferred)

Compensation:

Competitive compensation includes:

- Stipend of \$1,900
- Room & board at Dickinson College June 9th – July 22nd, 2024
- Reimbursement of up to \$200 for travel expenses
- Ability to take free ballet classes during the 5WSBP

To apply, please send resume, cover letter and employment application (download [HERE](#)) to reslife@cpyb.org