

**JOB DESCRIPTION
COASTAL STUDIES FOR GIRLS
HEAD RESIDENT**

JOB TITLE Head Resident

REPORTS TO Director of Student Life

SCHEDULE Full time residential: Fall semester 2017 and Spring semester 2018

COMPENSATION Stipend plus room and board

START DATE August 5th, 2017 - June 9th, 2018

Coastal Studies for Girls is a residential science and leadership semester school in Freeport, Maine. The major responsibility of the Head Resident is to lead the Residential Life portion of the semester experience, including serving as the lead supervisor for students and RAs during non-class hours. These responsibilities include administrative leadership of extra-curricular program. The Head Resident is an integral part of our leadership program, working closely with faculty, administration and RAs to structure non-academic time, integrating extra-curricular and recreational activities, service projects, chores, and community building. As a prime carrier of our leadership model, educational philosophy, and our entire academic and experiential program, the Head Resident is expected to uphold the highest standards for herself and the students, to serve as a role model and mentor, to have a deep commitment to girls and girls' education, and to embody the CSG mission and philosophy. A positive attitude is also paramount, along with a sense of humor and the ability to be a flexible self-starter in an ever-changing environment.

JOB STANDARDS

- A deep understanding of and dedication to the mission of Coastal Studies for Girls
- Experience working with and supervising staff
- Experience working with and supervising high school students in an educational and or residential environment
- Ability to create and teach an engaging, informal curriculum on Saturdays
- Excellent written and oral communication skills with strong attention to detail
- Experience with developing and maintaining productive working relationships
- Ability to work as a part of a team as well as independently
- Willingness to live and work with high school girls in a residential community
- B.A. or B.S. Degree from an accredited college or university: specialty areas can be science, leadership, women's studies, English, history, mathematics, French, Spanish, or other fields related to the CSG curriculum
- Certified in First Aid/CPR, WFR preferred
- Valid driver's license with good driving record required
- Experience and confidence driving students/large groups in 12-15 passenger vans

JOB RESPONSIBILITIES AND DUTIES

- Lead-supervision of students during non-class hours (evenings, overnight and on weekends), including serving as "first responder" in case of emergency or incident

- Lead and coordinate all residential life activities as an integral part of our leadership curriculum, including recreational and enrichment activities, chores, community discussion and reflection, and daily routine
- Lead students and RAs in observing and enforcing campus policies and the Community Agreement
- Supervise and mentor three Resident Assistants and assist the Director of Student Life with their evaluation
- Communication with parents on a regular basis by phone and email
- Coordination of daily medication administration
- Assist in planning and leading field trips, extra-curricular and recreational activities during non-class hours (evenings and weekends)
- Participate in planning and leading Res Life Orientation for the RAs
- Participate in planning and leading Student Orientation, Family & Friends Day, and Closing Celebrations
- Assist with school promotion and recruitment as needed
- Assist administrative staff on an as-needed basis
- Support the mission of the school by serving as a positive role model during all interaction with CSG community members and affiliates (including actively engaging in CSG's leadership curriculum through participation, teaching, and modeling/practice)
- Participate in all staff orientation, training and professional development sessions
- Food service assistance 4-5 times per week on a rotating basis for approximately 20-30 people

HOW TO APPLY

Position open until filled. Applications must include a cover letter, resume and 3 references. Electronic applications only.

Please send all correspondence to

Coastal Studies for Girls

Attn: Carolyn Sass, LMSW-CC, Director of Student Life and Leadership Faculty

carolyn@coastalstudiesforgirls.org

207-245-0077

www.coastalstudiesforgirls.org