



Position Available: Residential Advisor (Weekends)

Forest Ridge School of the Sacred Heart provides a diverse and rigorous college preparatory environment that inspires young women to become confident, compassionate leaders. As a member of a global network of more than 150 schools, we educate to the core of our 200 year tradition through the Sacred Heart Goals and Criteria: a personal and active faith in God, a deep respect for intellectual values, a social awareness that impels one to action, the building of community as a Christian value, and personal growth in an atmosphere of wise freedom.

Forest Ridge School of the Sacred Heart educates young women to think critically, embrace challenges, model resilience, confront injustice, seek equality and lead globally in the pioneering spirit of our foundress. Our graduates change the world.

Responsibilities:

A Forest Ridge Residential Advisor (RA), in coordination with the Residential Life Director and other dormitory staff, guides and supports the development of life skills; works with students to improve English language acquisition; ensures a safe, healthy and rewarding, experience for all Forest Ridge boarding students.

Day to day duties include but not limited to:

- Ensuring the safety and well-being of students at all times as specified by director/designee and/or employee handbook
- Punctual and appropriate appearance for shift
- Executing the Residential Life Curriculum
- Overseeing and dynamically interacting with students in the dorm, with specific attention given to involving students in weekly games, American television shows, and group activities. The importance of improving students English language skills should be understood when choosing these activities.
- Adhering to a strict code of confidence and signing a confidentiality agreement
- Collaborating with colleagues on a
 - Activities Plan
 - Transportation Plan
 - Residential Life Curriculum
- Arranging for and driving students to appointments and activities
- Maintaining Policies and Procedures for the Residential Life Program relative to daily routines, supervision, student leaves, discipline, tutors, pastoral care, use of computer, internet and phones;
- Educating residents in personal care when necessary;
- Educating residents regarding use of laundry facilities and maintaining their personal and communal spaces
- Warming/setting up of meals prepared by the Residential Cook & Kitchen Manager for weekends and non-school day
- Light cleaning duties, as needed.
- Performing any other duties as assigned by the Residential Life Director/designee.

Shift Hours: Friday 3pm-11pm, Sunday 11am-11pm

This is an hourly, often part-time, position; however, full time is a possibility. Shifts are assigned as needed; afternoons, evening and weekend hours are most needed and each RA hired for these shifts is expected to be available on a regular and rotational basis.

Qualifications: A Bachelor's degree in education, recreation or related field is required.

Familiarity with the boarding school environment is a significant plus.

All Residential Advisors must be eligible to work in the U.S., have a valid U.S. driver's license, and be eligible and comfortable driving school vehicles.

Salary/Benefits: Forest Ridge School of the Sacred Heart is committed to attracting and retaining

outstanding employees through a competitive compensation and benefits package.

Application Process: Applicants should email the required information: 1) [application form](#) (see the employment section on our Web site at www.forestridge.org) 2) cover letter and 3) resume to Forest Ridge School of the Sacred Heart, Attn: Catherine Knauss, Residential Life Director (cknauss@forestridge.org) by Monday, September 28 at 5:00pm . If you wish to pursue this position to satisfy internship requirements, please include parameters of internship.

Forest Ridge School of the Sacred Heart is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, age, creed, sex, disability, marital status, sexual orientation, and any other status protected by local law.