

Girard College
Residential Advisors - Overnight Shift
4 - Positions

Girard College is a full-scholarship boarding school for academically capable students from qualified families of limited financial resources. Girard College's mission is to prepare scholarship students for advanced education and life as informed, ethical and productive citizens through a rigorous education program that promotes intellectual, social and emotional growth. Girard College students will be prepared to complete a bachelor's degree in order to maximize their ability to pursue productive careers and be engaged citizens.

This position is responsible for the supervision and guidance of students in Grades 1 - 12 from Sunday through Friday. The schedule is the overnight shift from 11:30 pm to 7:30 am and is subject to change based on need. This position reports to the Overnight and Morning Residential Manager and is available beginning August 26, 2019.

Duties and Responsibilities:

- Provide an accessible, supportive and nurturing living environment for students
- Be accessible to students for personal and emergency situations
- Continuously monitor the building and log hourly student headcounts and activity into the electronic system
- Lead, instruct and facilitate the "Morning Life Skills" curriculum
- Morning wakeup and supervision of students while they get ready for school
- Accompany students to breakfast and supervise them while they eat
- Enforce rules, policies and procedures governing good student conduct
- Serve as a role model for the students
- Accompany and/or drive students off campus in an emergency situation
- Perform other duties as required

Education, Skill and Ability Requirements:

- Previous child-care experience or supervision of children required
- Associates degree in child-care related field or certificate in child-care from an accredited institution is the minimum requirement, BA preferred
- Ability to work well in a team environment
- Excellent organizational skills and attention to detail
- Excellent verbal communication skills
- Computer literate
- Valid driver's license

Physical Requirements:

- Extensive walking, climbing stairs (up to four flights), standing and sitting for long periods. Reaching, stretching, bending, stooping and other physical efforts required carrying up to 20 pounds. Manipulating buttons, zippers, shoelaces, etc. requiring fine motor skills to assist students dress.
- Responding quickly in emergencies. Requires fast walking and traversing stairs quickly.
- The ability to get in and out of a van and school bus as well as the ability to drive a van.

This position is open to internal and external applicants. All candidates should apply via the Girard College website at www.GirardCollege.edu. Look for "Work At Girard" and follow the online application process.

Date posted:	August 20, 2019
Application deadline Internal Candidates:	Open Until Filled
Application deadline External Candidates:	Open Until Filled