

Monday, February 3, 2025

Lead Resident Chaperone

Company: Dance Theatre of Harlem
Location: New York, NY
Compensation: \$1,500 weekly

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DANCE THEATRE OF HARLEM JOB DESCRIPTION

LEAD RESIDENT CHAPERONE

Status: Exempt

Dance Theatre of Harlem is a leading dance institution of unparalleled global acclaim, encompassing a world-renowned Company, a professional studio School, Dancing Through Barriers®, a national arts and education program, and community engagement activities. Each component of Dance Theatre of Harlem carries a solid commitment towards enriching the lives of young people and adults around the world through the arts.

The Dance Theatre of Harlem School offers members of the community the opportunity to gather, create, learn and perform through a wide range of education and community programs by incorporating various dance genres such as ballet, modern, jazz, African, and others.

The Lead Resident Chaperone is the onsite liaison between Dance Theatre of Harlem and the dorm facility. S/he manages the chaperone staff schedule, break times, etc. and is responsible for building the activity/trip schedule. In consultation with the DTH School Staff assigns students to their

rooms. S/he resides with and administers supervision, along with the chaperone staff, to DTH School students in the dormitory setting. Chaperone staff will be assigned a group of 12-14 students but will team- supervise up to 30 students throughout the program. Reporting to the DTH School Director and Staff the lead chaperone's responsibilities entail, but are not limited, to the following:

ESSENTIAL DUTIES

Supervision of chaperone staff whose duties entail:

Supervision of students 24 hours /7 days per week, for the duration of the DTH Summer Intensive program, except when written authorization is provided by a parent which states otherwise.

Supervision entails:

Morning preparation schedule, and grocery shopping for students.

Preparing and disseminating lunch and dinners meals, Mondays – Fridays.

Supervision of laundering and personal shopping needs of the students.

Daily public transport of students from and to dorm and all other DTHS sponsored events, including evening and weekend activities.

Enforcement of curfew and sign in/out rules. Enforcement of the rules of the dorm and 2025 DTH Residential Program Housing Handbook.

Conduct nightly bed checks,

Maintain the sign in/out system and documentation for student overnight/weekend leave.

Communicate with all parents and students as needed.

Sensitivity to any health needs of the students, which should be reported immediately to DTHS staff and/or parents.

Immediate notification to the DTH School Artistic and Administrative staff of emergency of any kind.

Daily written logs to be shared with the DTH Artistic and/or administrative staff regarding the students at the dorm.

Notify DTH Artistic and/or administrative staff of any disciplinary problems or concerns immediately

Dorm update meetings with DTH Artistic and/or administrative staff to be scheduled as needed.

Notify DTH Artistic and/or administrative staff of any Chaperone's personal emergency which may require time away from the dorm so that a Chaperone replacement may be arranged.

Comply with all DTH School Health and Safety Protocols.

Participate in professional development training prior to move-in day.

Eligibility to work in USA

REQUIRED SKILLS

Education: Associate or Bachelor's degree

CPR Certification and RTE certification a plus

Previous experience in residence living and supervision of chaperone staff, youth and young adults (ages 8 – 23)

Excellent organization and communication skills

Ability to use electronic equipment for word processing, and communication

Independent sound judgment to resolve problems quickly and efficiently as they may arise

Ability to work under pressure

Fluency in Spanish a plus

PHYSICAL DEMANDS

Ability and strength to lift items needed to perform the essential functions of the job

Ability to sit, stand and walk for required periods of time

Ability to hear, speak, write and understand and/or communicate professionally in English to perform duties of this position

Ability to use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

TERMS AND CONDITIONS: Eligibility to work in USA

Full time. Seasonal.

Weekly salary range \$1,500, commensurate with experience and education, paid on a bi- weekly basis.

Statutory benefits only.

Background check mandatory.

Dance Theatre of Harlem is an equal opportunity employer.

HOW TO APPLY

To apply, please send resume and cover letter to humanresources@dancetheatreofharlem.org. Put the job title "Lead Resident Chaperone" in the subject line.

Dance Theatre of Harlem
466 West 152nd Street Dance Theatre of Harlem
New York, NY, 10031
2126902800
www.dancetheatreofharlem.org

For more information:
Hero Doucas
humanresources@dancetheatreofharlem.org
2126902800

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