

Wednesday, May 3, 2017

Lead Chaperone

Company: Dance Theatre of Harlem

Location: New York, NY

Compensation: Weekly salary commensurate with experience and education, paid on a bi-weekly basis.

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Dance Theatre of Harlem, established since 1969, is a multicultural dance institution with an extraordinary legacy of providing opportunities for creative expression and artistic excellence and carries a solid commitment toward enriching the lives of young people and adults around the world through the arts.

The Lead Resident Chaperone is the onsite liaison between Dance Theatre of Harlem and the current dormitory. S/he manages the chaperone staff schedule, break times, etc. and is responsible for building the activity/trip schedule. In consultation with the School Administrator, assigns students to their rooms. S/he resides with and administers supervision, along with the chaperone staff, to DTHS students in the dormitory setting. Chaperone staff will be assigned a group of 8-15 students, but will team- supervise 35-50 students throughout the program. Reporting to the School Administrator 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, administration of all meals, which will be prepared by vendors on and off campus, grocery shopping and storage of food onsite for students.

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 the Residence Rules & Regulations as listed by Dance Theatre of Harlem School (both attached).

Conduct nightly bed checks,

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

Reinforce communications sent from DTHS to parents and students.

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 Administrator or Student Affairs Officer and parents of any missing student, any health alert or emergency of any kind.

Daily written logs to be shared with the DTH School Administrator or Student Affairs Officer regarding the students at the dorm.

Notify DTH School Administrator or Student Affairs Officer of any disciplinary problems or concerns immediately

Dorm update meetings with School Administrator to be scheduled as needed.

Notify School Administrator or Student Affairs Officer of any Chaperone's personal emergency which may require time away from the dorm so that a Chaperone replacement may be arranged.

Communicate with parents as needed.

Eligibility to work in USA

REQUIRED SKILLS

Education: Associate or Bachelor's degree

CPR Certification required, 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. 7-week seasonal.

Weekly salary 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.

Please email a cover letter and resume to: Dance Theatre of Harlem, ATTN: 2017 Summer Intensive, Lead Chaperone Search, dthsearch@dancetheatreofharlem.org. Please list the following in the subject line: First and Last Name - Lead Chaperone Search.

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