



Summer Intensive Program STUDENT RESIDENT LIFE CHAPERONE JOB DESCRIPTION

Please email the completed application to Katelyn.yeary@balletaustin.org

Job Title: *Resident Life Chaperone*

Department: Ballet Austin Summer Intensive

Reports To: Bill Piner, Academy Director, Ballet Austin's Summer Intensive

Supervisor: Katelyn Yeary, Resident Life Manager

Ballet Austin Resident Life Chaperone compensation:

- **Compensation: \$3,100 - \$3,300 (commensurate with experience) for the 46 days of employment**
 - Includes one 24-hour day off weekly during 6-week Summer Intensive
- **Room: (private room) & board (all meals) provided**
 - Report to work at 9:00am on June 17, 2021 - Move into dormitory June 17, 2021
 - Move out of dormitory by 10:00am on Sunday, August 1, 2021

Position Summary:

Resident Life Chaperones are the primary caregivers (adult supervisors) for Summer Intensive students attending Ballet Austin's Summer Intensive program who reside in the dormitory. Chaperones reside in the dormitory with students, supervise students ages 13-17, monitor dormitory area for students 18 and older, accompany students on public transportation, drive students in vans, accompany students to appointments, and coordinate, carry out, and participate with students in evening and weekend recreational activities. Chaperones are responsible for the safety, health, and well-being of the students in their charge on a day-to-day basis. The comprehensive duties and responsibilities of each chaperone may be augmented and/or amended based upon the arising needs during the Summer Intensive.

Chaperones must be available at all times to carry out duties unless it is their scheduled day off. A chaperone has one 24-hour period off each week during the summer program.

Essential Job Functions:

1. Maintain a safe and secure resident life environment, and ensure students are properly supervised at all times.
2. Provide friendly and professional assistance to dormitory students.
3. Remain available and "on call" 24 hours a day when on duty.
4. Supervise and administer check-in/check-out policies for minor students (under 18 years old) staying in the dorm.
5. Supervise/accompany minor students to and from the dorm for summer classes Monday through Friday, weekend activities, weeknight activities, and other activities as needed.
6. Assist the Lead Chaperone in creating, planning, organizing, and carrying out a schedule of weekend and weeknight extracurricular activities.
7. Carry out daily job responsibilities as assigned weekly. Includes but is not limited to accompanying (driving) students to medical appointments, transporting lunches between dorm and studio, dorm monitor, curfew and room checks, meals with students, student activities, etc.
8. Monitor and communicate health/medical and behavior problems to Resident Life Manager and/or nurse as they arise.

Qualifications:

- Must be 21 years of age or older at the time of employment
- Valid driver's license and driving experience (Must be able to drive a minivan - 7 passenger van)
- High School graduate - 1 year of college or post high school training preferred
- Post job offer to include criminal background check and driving record
- Own and be able to use personal cell phone during the program
- Experience working with youth (experience supervising students in a camp/dorm setting helpful)
- Must be able to submit health history and immunization record
- Chaperones must be physically able to meet the demands of working long hours on a daily basis, as well as the ability to participate with students in day-to-day activities. Chaperones should be physically able to carry up to 30 lbs.

Knowledge, Skills, and Abilities:

- Previous experience with youth and ability to interact with all age levels in a professional and positive manner
- Upbeat and positive attitude
- Ability to act as a positive role model with students and build appropriate relationships
- Demonstrate maturity of judgment in working with students
 - Ability to lead and provide direction as needed with students
 - Nurturing, mature and responsible
 - Sense of humor
 - Patience
 - Set a good example with regard to conduct, language, and appropriate dress
- Must be able to manage unexpected situations with ease and with an open mind
- Good skills in communication, relationship development, and respect for diversity with both students and other chaperones
- Adhere to the Ballet Austin policies and procedures which would include **NO SMOKING, CONSUMPTION OF ALCOHOL, OR USE OF ILLEGAL DRUGS** while serving in the capacity of a chaperone

Training and Orientation

Chaperones participate in a mandatory two-day training and orientation (June 17 and 18, 2021) prior to the arrival of Summer Intensive students on June 20, 2021. This training, coordinated by the Academy Director and Resident Life Manager, provides skills in working with students, strategies, as well as general information and policies and procedures surrounding the Summer Intensive program. Training will also include information about Ballet Austin, The Ballet Austin Summer Intensive, and meetings with key staff members.

Chaperones are expected to attend all meetings and update sessions called by directors throughout the summer. Questions regarding scheduling should be directed to the Academy Director *prior to* interview/hiring process.

Ballet Austin is located at 501 W. 3rd St., Austin, Texas 78701.

Chaperones reside in The Callaway House dormitory, 505 West 22nd St, Austin, Texas 78705.



Ballet Austin's Summer Intensive 2021 General Information for Resident Life Chaperones

Ballet Austin's Summer Intensive dormitory students reside at The Callaway House, a private dormitory adjacent to the University of Texas campus. Chaperones are Ballet Austin employees who reside in the dormitory and supervise Ballet Austin students during the 6-week program. Chaperones are one of the most valuable assets to Ballet Austin's Summer Intensive residential program. They are supervisors, counselors, drivers, encouragers, leaders, and surrogate moms and dads away from home. Summer Intensive students attend Ballet Austin's Summer Intensive from up to 35 different states as well as other countries. For some students, this will be their first time away from home. Each summer 9 or 10 chaperones are hired to work the full 6 weeks (46 days) of the Summer Intensive program.

Ballet Austin's Core Competencies: KNOWLEDGE, SKILLS AND ABILITIES

Collaboration
Effective Communicator
Customer Focused
Values Differences
Resourcefulness
Situational Adaptability
Instills Trust

Guidelines: The following is provided so you will know what is expected of our chaperones and the commitment *before* applying. After applications are received, interviews will be scheduled with potential hires. A packet of more detailed information will be provided upon employment. In addition, a comprehensive two day training and orientation will be required at the start of the program. If hired, your training and orientation days are included in your pay.

Summer Intensive Dates*: Chaperone meetings at Ballet Austin – 9:00am on Thursday, June 17, 2021
Chaperones move into dormitory – Noon on Thursday, June 17, 2021
Students arrive Saturday, June 20, 2021
Students depart Saturday, July 31, 2021
Chaperones move out of dormitory on Sunday, August 1, 2021 (morning)

*Chaperones must be available for the full period of employment, June 17 – August 1, 2021

*Each Chaperone receives one day (24 hours) off each week. Days off will vary from week to week and will be assigned on the work schedule. Special requests for time off must be directed to the Resident Life Manager.

Chaperone Room and Board: Chaperones must reside at the dormitory except during their designated day off each week. (Chaperones may stay in the dorm during their off duty day if desired) Chaperones will be provided a private dormitory room with bathroom, as well as all meals during time of employment. Some chaperone rooms are adjoined by a common suites area. Chaperones will also have access to the pool, workout facilities and laundry within the dorm.

General Responsibilities: Students attend either a 3-week or 6-week Summer Intensive Session. The Ballet Austin Summer Intensive is an intense level of ballet training where students may train up to 7 hours each day Monday through Friday. For more detailed information about the Ballet Austin summer program, and to watch our videos, visit our website at: <https://balletaustin.org/academy/summer-intensive/>. Chaperones directly supervise students residing in the dormitory ranging in age from 13 to 17. In addition, students 18 and older

reside in the dorm as non-minors. They do not require direct supervision, but Chaperones should be aware of their needs as well, and provide assistance as necessary. Each chaperone will be assigned a specific set of dorm rooms and group of SI students, **but chaperones are responsible for all the dormitory students.** Chaperones have assigned responsibilities each day, which may include, but will not be limited to: chaperoning students on city bus to and from the Ballet Austin studios, driving students in the program van or car, daytime dorm monitor, driving students to medical appointments, leading evening and weekend activities, and chaperoning excursions. Chaperones will have some free time during the day when students are in classes. However, unless a chaperone has a day off, he/she must always be on call to assist students and/or Ballet Austin staff.

For Office Use Only

Date Application Received: _____
Chaperone Questionnaire completed _____
Background Check: _____
Photo attached: _____

Interview Date: _____



Ballet Austin Summer Intensive Resident Life Chaperone Questions

Before applying for this position please make sure that you have read all requirements for the job

Please fill out this questionnaire and the Ballet Austin employment application in their entirety. We also ask that you submit a headshot photo of yourself with the application.

The full application is due by March 19th, 2021. Please email it to Katelyn.yeary@balletaustin.org

First Name: _____ Last Name: _____

Date of Birth _____ Age at time of application _____

Applicant Contact Information:

Street Address _____ City _____ State _____ Zipcode _____

Cell Phone: _____ E-mail (please print clearly): _____

Facebook and/or Instagram: _____

Are you available to come to Ballet Austin for an in-person interview? _____

If unable to interview in person a phone, zoom or skype interview is required

Driver's License #: _____ State: _____

Current Employer or School: _____

Chaperone Specific Questions:

Please list your qualifications for this position, including what you believe is your greatest asset:

What do you believe is your greatest asset you would bring to Ballet Austin's Resident Life Program?

List experience as a camp counselor, teacher, or related position, and/or experience working with or around minors (Include dates and locations of experience – use back or another sheet if needed):

We are interested in any experience or skills you might bring to Ballet Austin's Summer Intensive (art, crafts, creative planning, music, recreation, photography, dance, etc):

Why do you want to work for Ballet Austin's Summer Intensive?

Employment Application



APPLICANT INFORMATION										
Last Name				First				M.I.	Date	
Street Address							Apartment/Unit #			
City				State				ZIP		
Phone				E-mail Address						
Date Available				Social Security No.				Desired Salary		
Position Applied for										
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>					
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?							
State names of relatives and friends working for us										
EDUCATION										
High School				Address						
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
College				Address						
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
Other				Address						
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree					
REFERENCES										
<i>Please list three professional references.</i>										
Full Name				Relationship						
Company				Phone						
Address										
Full Name				Relationship						
Company				Phone						
Address										
Full Name				Relationship						
Company				Phone						
Address										

PREVIOUS EMPLOYMENT

Company		Phone
Address		Supervisor
Job Title		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company		Phone
Address		Supervisor
Job Title		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Company		Phone
Address		Supervisor
Job Title		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>		

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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