



Job Description

TITLE: Summer Intensive Program Student Resident Life Chaperone

DEPARTMENT: Ballet Austin Academy Summer Intensive
GRADE: Seasonal
COMPENSATION: \$3,300 - \$3,500 (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 Wednesday June 14, 2023 - Move into dormitory June 14, 2023
- Move out of dormitory by 10:00am on Sunday, July 30, 2023

FLSA: Non-Exempt

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 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
- Must submit proof of Covid-19 vaccination
- 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.

COMPETENCIES -- 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 emotional maturity
- 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 three-day training and orientation (June 14, 15, and 16, 2023) prior to the arrival of Summer Intensive students on June 17, 2023. 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.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Bill Piner, Academy Director, Ballet Austin's Summer Intensive
Supervisor: Katelyn Rustagi, Resident Life Manager

TO APPLY:

Please email completed Ballet Austin employment application, questionnaire, and headshot to Katelyn Rustagi at katelyn.rustagi@balletaustin.org

BACKGROUND SEARCH REQUIRED

NEW HIRES WILL BE ASKED TO PROVIDE PROOF OF COVID-19 VACCINATION

Ballet Austin is committed to enhancing the diversity of our student body, faculty, and staff. Hiring and other employment-related decisions are made on the basis of an individual's qualifications, past experience, overall performance and other employment-related criteria. In conjunction with Ballet Austin's commitment to increasing the racial diversity within our organization, we are particularly interested in receiving inquiries from applicants of color. It is the policy of Ballet Austin to provide equal opportunities for employment and advancement for all individuals, regardless of age, gender, race, religion, color, disability, veteran status, sexual orientation, national origin, or any other legally protected category.



Ballet Austin's Summer Intensive 2023 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 Wednesday, June 14, 2023

Chaperones move into dormitory – Noon on Wednesday, June 14, 2023

Students arrive Sunday, June 17, 2023

Students depart Saturday, July 29, 2023

Chaperones move out of dormitory on Sunday, July 30, 2023 (morning)

*Chaperones must be available for the full period of employment, June 14 – July 30, 2023

*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.