

ALBERT COLLEGE

JOB DESCRIPTION

TITLE: Boarding Life Assistant – Summer School

REPORTS TO: Summer School Coordinator

EXPECTATIONS:

- Lives in the residence and works to provide a supportive, caring environment for all students in the residence, one that fosters respect, tolerance, and cooperation.

SPECIFIC EXPECTATIONS:

- Acts as a good role model for students at all times.
- Maintains appropriate school dress and personal grooming.
- Exercises discretion around the issue of adult guests within the Boarding Life staff member's apartment.
- Maintains and upholds all of the College's Health and Safety Policies including but not limited to following safe work procedures, knowing and complying with all the laws and regulations, reporting any injury or illness immediately, reporting unsafe acts and conditions along with the overriding principle of taking reasonable precautions in the circumstances to protect themselves.

GENERAL RESPONSIBILITIES:

- Assist in the supervision of non-academic hours and work with the Finance Office to maintain proper record of hours worked.
- Plan and supervise weekend excursions as permitted and other co-curricular activities as permitted for summer school, including setting the itinerary, overseeing proper supervision, booking travel/venues, and completing paperwork for the Finance Office.
- In conjunction with Enrolment Office, arrange travel as required which may include accompaniment of students to and from the airport and supervising students who have late departures or early arrivals at either the start or conclusion of summer school.
- Liaise with teachers to confirm student's homework assignments.
- Report on student progress in residence.
- Liaise with the kitchen staff to ensure the availability and continuity of meals for all summer students.
- Administer basic first aid and support health and medical needs of Boarding Life students.
- Assist with education regarding security and fire plans.

- Be accessible to the students in the residence, even when not on duty.
- Attend weekly meetings with Summer School Coordinator

DAILY RESPONSIBILITIES:

- Plan, organize, and run activities while in residence.
- Assist in the supervision of daily activities outside of academic time.
- Assist in securing the residence and school.
- Assist with attendance and the monitoring of study halls, sign-ins/outs, and evening study hall.
- Assist with daily room inspections.
- Assist with meal sign-ins and proper conduct in the dining hall.
- Liaise with the Summer School Coordinator should a summer student breach the Code of Conduct and general expectations of the school and summer school.
- Assist in emergency situations.

HEALTH & SAFETY:

- Maintain and uphold all of the College's Health and Safety Policies including but not limited to following safe work procedures, knowing and complying with all the laws and regulations, reporting any injury or illness immediately, reporting unsafe acts and conditions along with the overriding principle of taking reasonable precautions in the circumstances to protect themselves.

WORKING CONDITIONS:

- Living in residence for the duration of summer school is required
- Work requires movement throughout the campus
- Hours can be irregular due to Boarding Life counseling requirements
- Transporting students to and from excursions and airport