

Pittsburgh Ballet Theatre Position Description

Employer: Pittsburgh Ballet Theatre School
Position: Weekend Student Resident Assistant
Compensation: \$250 per weekend
Position Type: Part-time

Basic Function:

Weekend Student Resident Assistant assists in overseeing Pittsburgh Ballet Theatre School's student residence (up to 21 residents, ages 14-18) and mentor students in their transition from traditional family living to dormitory living. To provide relief and support to the Live-In House Director and R.A.

Reports To:

House Director; R.A.; School Operations Director

Hours

Friday, 5:00-10:00p
Saturday, 2:00-11:00p
Sunday, 9:00a-6:00p
September-May

Student Management (includes but not limited to)

- Convey specific expectations that include trust, cooperation, fairness, etc.
- Review dorm rules with emphasis house hours, sign in/sign out, and dorm cleanliness
- Advise students of rules and consequences for non-compliance.
- Advise students any rule infraction will be reported to the House Director immediately and disciplinary action will be taken
- Maintain an "open-door" policy
- Assist in planning, executing, and chaperoning student activities and parties
- Alert House Director of any eating disorders, signs of depression or unusual behavior

Residence Management (Assists House Director as needed or requested)

Assist in overseeing all equipment, furniture, support services, cleaning, and mail for the dorm

- Instruct students in the use of all appliances and report problems to House Director
- Inspect dorms with emphasis on cleanliness, equipment and furniture
- Alert House Director of appliance and maintenance needs
- Keep House Director apprised of furniture condition as necessary
- Ensure furniture is being used correctly
- Complete a report on the status of the students

Other responsibilities

- Meet with House Director to review dorm activities
- Keep House Director up to date on activities within the dorm, including student illness
- Develop list of substitute advisers in the event of illness, vacation, or emergency
- Ensure this list of substitutes is approved by the House Director
- Administer resident medications as needed and assist in medical emergencies or urgent care visits.

Requirements

PBT School is looking for a mature individual with excellent interpersonal and communication skills. Candidates should possess basic conflict mediation and crisis intervention skills. Previous experience as a camp counselor or previous experience working with adolescents is preferred.

Candidates will need a valid driver's license and preference will be given to candidates with a clean insurance record. Finalists will be subject to a background investigation and drug test. Any offer of employment is contingent upon a review of those results. When applying, the candidate will be asked to complete the paperwork for a Pennsylvania Child Abuse clearance. The

successful candidate must physically be able to perform light house cleaning, snow removal and a physical inspection of all four floors.

Physical Requirements:

Physical requirements include lifting of boxes and materials (20 lb limit), writing, typing, talking on the phone, walking, standing and sitting.

Other Equipment Operation Requirements:

Operation requirements include the ability to drive an automobile (including 15-passenger van), work on a computer, and operate and speak on a telephone.

This job description does not create a contract or guarantee regarding any term or condition of employment, including job duties. The PBT reserves the right to change, modify, amend or enhance the job duties of any employee in response to operational, fiscal and/or departmental demands.

To apply send cover letter and resume to mbrin@pittsburghballet.org. No phone calls.