



## **Maumee Valley Country Day School**

Position Opening: Director of Residential Life

Type: Full Time

Application Deadline: Open until Filled

Start Date: Immediately

Maumee Valley Country Day School is seeking a dedicated, flexible, and compassionate individual to work with residential students in the Dayal House, a residence hall for 28 students in grades 8 -12, as the lead dorm parent. A good candidate has experience working with high school students, appreciates diversity and other cultures, is highly motivated and globally aware, is patient, takes initiative and exhibits strong interpersonal and leadership skills.

Please note that boarding students will not have the same break schedule as day students. The students will remain on campus for a portion of winter/spring break. Residential staff will be required to be on duty during these school breaks.

The position reports to the Head of Upper School and collaborates closely with the International Student Coordinator. As a full-time employee, the position offers all benefits afforded to full time staff. However, vacation must be used during the June/July break when students are away from campus (typically, June 15 - July 15). Personal days must be approved by your supervisor well in advance, per the MVCDS Personnel Policy. The schedule is determined by the Head of Upper School with input from the staff.

### ***Key duties and responsibilities of the lead house parent:***

*Oversee the Residential Life Program in collaboration with the International Student Coordinator*

- Assist with day-to-day Dayal House operations when needed, such as morning and/or evening supervision, sick student supervision, doctor runs, etc.
- Assist with planning and execution of weekend activities for Dayal students
- Communicate facility needs for Dayal House to the proper staff members
- Collaborate with dining services to provide quality meals for international students
  - Plan weekend meals & ensure supplies are ready for staff
  - Order groceries and stock supplies upon arrival

- Communicate weekly with international student parents (newsletter)
- Monitor international student wellness
- Assist with other work central to the mission of the School

***In addition to the responsibilities of the lead house parent, as a dorm parent, key duties and responsibilities focus on the three main areas of residential life:***

### **Community building**

- Create, foster and maintain an environment rooted in academic and social success; establish a family-like atmosphere
- Provide support to students as they integrate into the community
- Mediate conflict
- Monitor students for changes in health and behavior
- Establish consistent relationships with students while maintaining professional boundaries
- Take advantage of informal opportunities to engage with students
- Provide leadership and direction for all non-academic activities

### **Programs**

- Collaborate with the International Student Coordinator in planning and executing activities including, but not limited to, on-campus events, shopping trips, city visits, museum and theater trips, and athletic events. Many of these activities will be on weekends including a couple of overnight trips
- Collaborate with International Student Coordinator to develop programs in order to integrate the day students with the boarding students.
- Assist in the organization and programming for the summer ESL program, including serving as a house parent.

### **Operations**

- Ensure the safety and well-being of residential students while maintaining a quality of student life consistent with the philosophy and objectives of both the mission of the school and residential program
- Provide daily supervision and transportation to students on a rotating basis including nights, weekends, holidays, and break periods
- Respond to student emergencies with basic first aid
- Ensure the emotional and physical safety of students
- Respond to emergencies with established school protocol
- Enforce residential life policies
- Actively participate in the daily household operations: meal planning, grocery shopping, and cleaning and other duties
- Meet with International Student Coordinator on a bi-weekly basis
- Meet with Head of Upper School on a bi-weekly basis
- Maintain clear communication with the Head of Upper School & International Student Coordinator

### **Skills and Competencies:**

- Patience, collaboration, conflict resolution, problem-solving
- Outstanding organization and communications skills
- Strong interpersonal skills in relating well to students, staff, administration, parents, and the community
- Sensitivity in working with families, students, and staff from diverse cultures and backgrounds
- Effective stress management skills
- Strong communications skills
- Advanced mentoring skills
- Creativity

**Benefits:**

The successful candidate will receive free room and board. A shared, unfurnished two bedroom, one bath apartment with in-house laundry is provided. A one thousand dollar per month, per adult stipend is provided. All full-time employee benefits are afforded to the successful candidate, some of which include sick and personal time, tuition remission, and medical benefits.

**Requirements:**

- Candidates must have a high school diploma; a college degree is preferred
- Flexibility and ability to perform well under stress is a must
- Clean criminal background check
- The position **requires** First Aid certification, CPR, and school transportation certification, which is provided by the school every August.

**Background check:**

All Maumee Valley employees and volunteers must agree to a comprehensive criminal background check.

**HOW TO APPLY:**

First, please complete this 8-10 minute survey: <https://go.apply.ci/s/E2UrEp33W>

Then, please email your documents in PDF format to [hr@mvcds.org](mailto:hr@mvcds.org). Documents needed: MVCDS Application, cover letter, resume, and three written professional letters of reference. Please use the title of the position in the subject line of your email.

**About MVCDS:**

At Maumee Valley Country Day School, children dream, explore, and cultivate their passions and strengths. Our faculty and staff do the same. We are more than a school and more than a group of people—we are a community of lifelong learners who inspire joy. As the only PK-12 independent school in northwest Ohio, we support an accomplished and diverse student body within a progressive academic program.

A Maumee Valley education is Personal, Experiential, and Global. It is a journey of discovery

and of action that defines each child's learning experience. Through an intentionally crafted curriculum including active lessons, as well as serendipitous explorations, a Maumee Valley education launches children toward the investigation of the world and helps them find their place in it. With our students at the center of our decision-making, we aspire to seek understanding, grow in our compassion and empathy, and adapt to the ever-changing world our students will one day lead. Maumee Valley is grounded in our [Mission](#), [Vision](#), [Portrait of an MV Educator](#), [Portrait of an MV Graduate](#), and commitment to [Diversity, Equity, and Inclusion](#).

**We believe in collaboration, innovation, and the power of community.**