

JOB DESCRIPTION

Job Title: Dorm Parent

Department: Dormitory

Reporting Relationship: Directly to Dorm Supervisor

Location of Job: Assigned Dormitory

Work Schedule: All scheduled times that students are on campus. Other times as needed.

Salary Package: This includes housing, utilities, laundry facility & meals (when cafeteria is open) plus a monetary salary determined by experience/education.

Summary of Duties and Responsibilities

- Adhering to 1 Timothy 3:2 by living above reproach in all areas of our Christian walk
- Be part of the mission: *to educate and disciple students for Christ*
- Follow the vision: bringing students in by what they want, and sending them out with what they need
- Hold fast our core values: holiness, teamwork (Phil. 2:4), service (John 13:1-17)
- Supervise students living or visiting in the assigned dorm.
- Monitor each student to insure proper personal hygiene and proper attire according to the school dress code.
- Identify and enforce study times, recreational times, devotional times, and bedtimes.
- Manage behavior problems in accordance to campus policies, implementing the assertive discipline program, which emphasizes personal responsibility.
- Encourage the study of Christ toward salvation and/or discipleship, offering daily group devotional and suggesting daily private devotional.
- Assist with homework when needed, advising the appropriate teacher of any particular, reoccurring problems.
- Control dorm environment to maintain a safe, secure, and orderly living area.
- Delegate chores fairly to each individual in the dorms, both teaching cleaning skills and obtaining a cleaner living environment.
- Maintain accurate student files concerning check-outs, check-ins, medical treatment, monies collected, discipline records.
- Perform other duties and assignments as required.