

2022 Job Description: Dormitory Head

The Putney School Summer Arts, an international residential summer program for 14-17 year olds who are highly motivated to participate in a rigorous arts program, seeks to fill the position of **Dormitory Head**. Approximately 21 positions are available. Hired persons will work closely with the Program Directors and each other to ensure the health, safety, and positive experiences of all students at Summer Arts.

Base Compensation for this position will be \$3,500 (subject to applicable withholding and deductions as required by law), plus room, board, and \$125 stipend towards travel expenses for those traveling from afar for the program session, travel stipend to be paid at the completion of the session. Almost all of the work for this position will be done during the program, during which time all Dormitory Heads must be living on-campus with the rest of the staff and faculty (morning of June 25, 2022 – 1pm July 30, 2022). There may be a small amount of remote work requiring at most 3 hours in the weeks before and after the program relating to training sessions and wrap-up. Second year Dormitory Heads will receive an additional \$250 and third year or more returning Dormitory Heads will receive an additional \$500 in compensation. Co-Leading the overnight camping trip in the Putney School Forest is an expectation of this position.

Personal cell phones and all internet connecting devices are not allowed out of the privacy of staff living space and offices. Communication at Putney among students, staff, and between students and staff is conducted in person. Students turn in their cell phone and any internet connecting devices at registration; staff are expected to fully embrace this culture and to support this practice with one another and with students. Being present in community with students and with one another without our electronic devices is now an increasingly rare and precious thing. This is a radical shift for some but one that must be embraced fully in order to be successful in this position. Staff who fully own this expectation as their own are best positioned to be successful and have a rewarding experience working at Putney.

Communication is via announcements that may happen at meals, morning Sing, assemblies, all-program gatherings, staff meetings and through posting of schedules on campus. The office is located central campus and is generally staffed 8am-10pm. Dropping in to speak with Tom, Dan and other office staff is welcome and expected.

The school is equipped with toll-free landlines in the dormitory common rooms and close to or in studio and office spaces when communication with one another in-person is not immediately possible. For employees who have outside projects or communications that are pressing and continuing during their time working at Putney, those are to be conducted out of sight, in the privacy of staff living space or in closed offices, out of circulation of others.

Possession with the intent to use or use of tobacco, drugs, or alcohol is not permitted while on the Putney School campus or while on duty, including cigarettes, e-cigarettes, all vapes/vaporizers, and any form of marijuana. Employees must never work under the influence of any controlled substance that has not been medically prescribed to them. Additionally, the

Putney School campus is tobacco and smoke free. Possession or use of any tobacco or smoking products is strictly prohibited on the Putney School campus.

The Putney School is a progressive secondary boarding school on 600 acres in Vermont. Since its founding in 1935, the school's character and governance have been based on collaboration and shared values rather than competition. We are a community of people who think for themselves, invent, design, experiment, compose, write, build, and chase down new ideas. Each employee makes a significant contribution to the school's success, and it is our expectation that each employee will always have the wellbeing of the whole school in mind. Building a just and inclusive community is a shared responsibility, and Putney supports all its employees in developing this critical skill set.

Job Duties

- Be responsible for the health, safety, and positive experiences of assigned students
- Form positive, professionally appropriate relationships with students
- Monitor and support healthy student habits, including sleeping, eating, hygiene, and life balance
- Supervise students in all activities (including free time, transitions, weekends, off-campus trips, etc.)
- Plan and lead afternoon, evening, and free-time activities
- Plan and co-lead one overnight camping trip
- Exhibit behavior of a positive mentor and role model
- Enforce all Summer Arts policies, while maintaining a positive rapport with students
- Write and submit comments on students and student interactions weekly
- All dormheads will be assigned an "extra duty" for which they will be responsible, such as helping put together the end-of-session slide show, assisting in the office, getting students to appointments, monitoring birthday celebrations, etc.
- Other duties as assigned (by Program Directors and other Office Staff)

Desired Qualifications

- Ability in and excitement about education and community building
- Interest in and talent for working with very creative young students
- Excellent interpersonal skills
- Excellent teamwork skills
- Willingness to enforce rules and discipline students in a consistent manner with coworkers
- Ability & resiliency to work in a fast-paced environment
- Concentration and focus
- Punctuality and good time-management skills
- Maturity, responsibility, and high moral character

Minimum Qualifications

- Age 21 before June 25, 2022
- Eligibility to work in the United States; ONE of the following:

- o US citizenship
- o Hold a US Resident Alien card
- o Possess or obtain at candidate's expense a US work permit that does not expire until after the final date of employment (July 30, 2022)
- Candidate must pass a background check before employment

The Putney School Summer Arts is a program of The Putney School, a 501(c)(3) tax-exempt organization.

Covid-19

The Putney School Summer Arts 2022 will be implementing a COVID-19 vaccination requirement for all Summer Arts staff and students. All persons in residence at Summer Arts (including dormitory heads) must be fully vaccinated for COVID-19 in accordance with current recommendations of the CDC, the Vermont Department of Health, and The Putney School. The Putney School Summer Arts will be constantly monitoring developments regarding Covid-19, including advice of the CDC and other health organizations (including the Vermont Department of Health). If needed, Summer Arts reserves the right to make decisions to alter the program and/or this job description. These decisions may be made at any point leading up to the Summer Arts 2022 session. This is [The Putney School Mandatory COVID Vaccine Policy \(Revised 1/10/22\)](#).

Summer Arts is moving forward anticipating that the program will be held in-person. Applicants should apply assuming that the position will be in-person, and if this status changes they will be notified and allowed to withdraw their application. *There will not be a hybrid option for this position* (i.e. if Summer Arts is held in-person, all hired dormitory heads must be present on-campus).

All employees of The Putney School Summer Arts 2022 will be required to comply with The Putney School Summer Arts guidelines and policies regarding Covid-19. For more information on current policies, please check our website or write to Associate Director of Summer Programs Dan Folgar at dfolgar@putneyschool.org