

2022 Job Description: Office Staff

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 a minimum of **four** positions of **Office Staff**. Hired persons will work closely with the Program Directors and with one another to ensure the health, safety, and positive experiences of students and staff at Summer Arts.

Base Compensation for this position will be \$7,000 for Co-Residential Life Coordinator, \$5,000 for Residential Activities Coordinator, \$5,000 for Residential Life Office Assistant, \$2,000 for Travel Coordinator; (all compensation is 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. The majority of the work for these positions will be done during the program, during which time office staff must be living on-campus with the rest of the staff and faculty (morning of June 1, 2022 – 1pm August 5, 2022) unless other arrangements are made with the director in advance. 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, with the exception of the Transportation Coordinator whose work starts sooner and who works largely remotely, especially during the planning period.

During the program, summer staff 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 all personal 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.

Once at Putney, program communication and schedule information is made through in-person announcements that may happen at meals, morning Sing, assemblies, all-program gatherings, staff meetings and through posting of schedules and information on campus. Summer Office staff join the summer directors at work stations in the summer office and provide essential office coverage from 8am-10:15pm on a rotating basis. The summer office is located in the center of campus within minutes walk to dormitories, workshops, the dining hall, assembly hall, and library. We encourage students and staff to drop in whenever they have any questions or concerns. All summer office staff are here to turn our attention to students and staff when they come to us with questions and concerns, to listen and to help.

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

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.

How to Apply

Interested candidates should submit the following items via email to Program Director Tom Howe thowe@putneyschool.org and Associate Director Dan Folgar dfolgar@putneyschool.org:

- Letter of interest, listing the 5-10 job duties you are most interested in/qualified for (job duties list follows)
- 1-2 page resume, indicating related work experience
- List of 3 professional references, including contact information

Job Duties –

- The **Co-Residential Life Coordinator** shares supervisory responsibility with the Associate Director as the primary go-to person for the 21 dormitory heads and is the first line of response for reporting and managing student disciplinary issues. Compensation is set higher for this position.

- The **Residential Life Office Assistant** and **Residential Activities Coordinator** share, together with the Co-Residential Life Coordinator, office administrative responsibilities but are not in a direct supervisory position with regard to dorm heads or other staff.
- The **Transportation Coordinator** locates and schedules drivers to meet program transportation needs and conducts works primarily remotely, except on arrival and departure days when presence is expected at BDL and when on campus coordinating the periodic program events requiring drivers. Compensation is set taking into consideration that the Transportation Coordinator is not involved in the day to day management of the program.

Job Duties – expected of all office staff

- Exhibit behavior of a positive mentor and role model as a responsible member of the Summer Arts community
- Form positive, professionally appropriate relationships with students and staff
- Be familiar with the Putney School campus, including any policies that may affect Summer Arts
- Be familiar with Summer Arts policies/practices
- Enforce all policies, while maintaining a positive rapport with students and staff
- Get to know students and their families prior to their arrival through reading student files and communication with families
- Work registration including identifying students and parents by name
- Be consistent in learning each student's name and communicating with students by name
- Engage with students at meals, in assemblies, at special events, etc.
- Support healthy student habits
- Address student concerns when they come up
- Engage with students and staff to resolve any misunderstandings of expectations
- Participate in community-wide activities on and off campus
- Supervise students as necessary whether individually or in activities as assigned (afternoons, weekends, off-campus field trips, special events, etc.)
- Drive the school van or a car, such as for medical student trip, running errands, etc.
- Participate in daily office staff meetings
- Participate in regular rotation of office coverage 8am-10:30pm
- Participate in, present at, and co-lead various dormhead and all all-staff meetings
- Reinforce program guidelines for all staff and students throughout the program
- Communicate with Health Services, the Dining Hall and other school departments as a representative of the program
- Other administrative duties as assigned (by Program Directors)

Job Duties – to be divided among office staff

- Assign roommates and place students in dormitory rooms
- Collaborate with Program Directors to lead dormitory and teacher orientation prior to the arrival of students
- Assist with T-shirt design & order prior to student arrival
- Monitor faculty arrival and departure needs, including housekeeping requirements
- Collaborate with Program Directors to co-lead student orientation
- Create schedules, rosters, check-lists, and other essential handouts for multiple situations
- Update daily schedule on whiteboard in the dining hall
- Post signs regarding special events, meetings, presentations, weekend schedule, etc.
- Collaborate with Program Directors to research, plan, and execute afternoon, evening and weekend activities
- Organize overnight camping trip; manage school camping gear; orient and train leaders in an overnight camping trip prior to student arrival; place students in camping groups and lead student orientation to the overnight camping expedition
- Organize and manage Community Work Morning; orient leaders and place students in groups
- Organize and manage Afternoon Activities; assign and train leaders; place students in groups; circulate among all activities and provide a supportive presence
- Organize and manage Evening Activities; assign and train leaders; place students in activities; make weekly observational visits to each activity and take notes on your observations
- Coordinate efforts to locate any student missing from workshops, activities, dorms, Sing, etc.
- Assist with shopping for students and program
- Personally assist Program Directors (with organization, tracking tasks, etc)
- Manage and produce information to publish about what goes on at Summer Arts
- Help produce electronic documents used by the staff to aid with various administrative functions
- Take and sort candid photos of students during session activities
- Data entry including updates to student and family records, student names, etc.
- Familiarize guest presenters/performers with the facilities and prepare any presentation/IT needs
- Assist faculty and staff with IT or other studio or classroom needs
- Oversee the running of the Summer Arts computer lab
- Participate in planning student and staff presentations; provide in-person assistance and help with audio visual support for assemblies and special events
- Monitor and respond to select incoming parent phone calls and email messages during the program

- Facilitate the packing and shipping of student work and belongings at the end of the program
- Facilitate the packing and storage of Summer Arts supplies at the end of the program
- Assist with first aid as assigned and as needed

Required Skills

- Excellent organizational skills
- Excellent interpersonal skills
- Fluency with Microsoft Office (Excel, Word, Powerpoint), GoogleSuite; ability to quickly learn to access essential data regarding students, their family contact information, workshops rosters, etc. on Veracross
- Confidence in working autonomously; confidence in working in person with others
- Willingness to ask questions for guidance when uncertain

Preferred Skills (for certain job duties)

- First Aid Certification (or willingness to obtain certification at direction and cost of Summer Arts)
- Fluency with social media platforms
- Experience with presentation set-ups and interfaces; including connecting different devices to display for audio, video, and microphone capabilities
- Photography and video experience to record and document events
- Experience troubleshooting classroom technology setups
- Experience with organizational social media

Preferred Skills (for all job duties)

- Previous work experience with a summer program or in a Residential Life department
- Ability to work with creative teenagers
- Ability to multitask and work in a fast-paced environment
- Ability to manage stress and strain in a work environment

Preferred Qualifications

- Bachelor's degree (or equivalent experience)
- Eager to work with teens

Desired Qualifications

- Experience in leadership roles
- Experience working in an educational setting
- Experience in community building
- Talent for working with very creative teenagers
- 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

- 3-5 years teaching, administrative, organizational, coaching, and/or management experience
- Eligibility to work in the United States; ONE of the following:
 - US citizenship
 - Hold a US Resident Alien card
 - Possess or obtain at candidate's expense a US work permit that does not expire until after the final date of employment (August 2, 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 the Novel Coronavirus (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

We look forward to receiving your application.

Any Questions?

If you have any questions about the position or the application process, please ask them by emailing Director of Summer Programs Tom Howe at thowe@putneyschool.org and Associate Director of Summer Programs Dan Folgar at dfolgar@putneyschool.org

Thank you!