



Positions Available: LPN or Medical Assistant

The Putney School is actively seeking an LPN or Medical Assistant for our amazing **Summer Arts Program**. The program will run for 4 weeks from June 30, 2024, to July 26, 2024, with approximately 110 boarding and day high-school aged students.

Putney Summer Arts is a part of The Putney School, a co-educational boarding and day school for grades 9-12. Since our founding in 1935, we have been a model for progressive education. We practice "learning by doing" and encourage students to play an active role in shaping their own education.

The Putney School Summer Arts Program welcomes a diverse community of young artists and arts professionals to The Putney School campus each summer. Located on a working farm in Southern Vermont, we provide an intimate space where students passionate about the arts receive support and inspiration to focus on furthering their artistic practice and learning. Our teachers are experienced educators and practicing artists, many of whom return year after year. Summer Arts is a community of young artists, arts educators, and professionals who believe teens can be their truest selves through the making of art in an environment where learning collaboratively and taking risks is celebrated.

The ideal candidates will be eager to participate in anti-racist work and use an inclusive, social justice lens in their work with all students and adults on campus. Building a just and inclusive community is a shared responsibility, and Putney supports all its employees in developing this critical skill set.

Summer Arts Program, Clinic Support - LPN or Medical Assistant

This is a part-time, temporary, non-benefit, hourly position with weekday clinic hours. Staff housing for the program is negotiable.

Dates and Hours: June 30 to July 26, 2024, M - F, 8:30 am - 4:30 pm

- Includes being present for orientation to Health Services, week of June 24 for approximately 3 hours.
- Includes being present for Registration from 12 pm to 8 pm on Sunday, June 30.

Responsibilities:

- Administer prescription medications for students.
- Assess and treat, within scope of practice, student health needs; organize medical appointments as needed.
- Document care provided.
- Maintain Health Services spaces; communicate with other Health Services nurses, Putney School and/or Summer Arts Programs staff, and, as needed, with parents.
- Other duties as assigned.

Requirements:

- Licensed as an LPN / Medical Assistant in the state of Vermont (an NLC state).
- Current CPR Certification.
- Experience working with teens.
- Good communication skills - written and verbal.
- Able to pass a criminal record check (required for VT private schools).
- Authorization to work in the United States.

To apply, please submit your letter of interest and resume to employment@putneyschool.org.