

2022 Job Description: Office Staff, The Putney School Summer Arts, Putney, VT

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 is \$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 job duties you are most interested in/qualified for
- 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

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!