



**Summer Intensive Program
JOB DESCRIPTION**

Job Title: Summer Intensive Student Chaperone

Department: Ballet Austin Academy

Reports To: Director of Schools Operations/Dormitory Director

Seasonal Hire

Ballet Austin Chaperone compensation:

- **Compensation: \$2,600 - \$3,200 for the 46 days of employment**
- **Cell Phone reimbursement: \$75.00 flat fee**
- **Room (private room) & board (all meals) provided - June 14, 2012 - July 29, 2012**

Position Summary:

Chaperones are the primary caregivers (adult supervisors) for Summer Intensive students attending Ballet Austin's summer program who reside in the dormitory. Chaperones supervise students, monitor dorm halls, accompany students on public transportation, drive students in vans, accompany students to appointments, and coordinate and carry out evening and weekend recreational activities. Chaperones are responsible for the safety, health, and well-being of the students in their charge on a day-to-day basis.

Essential Job Functions:

1. Provide direction, supervision, and organization of students in the dormitory.
 - ♦ Awareness of student schedules.
 - ♦ Curfew and Room checks.
2. Plan student activities during evening and weekend free times.
 - ♦ Provide direction, supervision, and organization of students during planned recreational activities/outings.
3. Ensure students are properly supervised at all times.
4. Chaperone students on city busses used to travel between the dormitory and the Ballet Austin studios.
5. Carry out daily job responsibilities as assigned weekly. Includes but is not limited to accompanying students to medical appointments, transporting lunches between dorm and studio, dorm monitor.
6. Monitor and communicate to directors any health/medical and behavior problems as they arise.
7. The comprehensive duties and responsibilities of each Chaperone may be augmented and/or amended based upon the arising needs during the Summer Intensive.

Qualifications:

- Must be 21 years of age.
- High School graduate - 1 year of college preferred.
- Current certification in First Aid/CPR helpful.
- Must be able to submit health history and immunization record.
- Prescreening to include criminal background check and driving record.
- Must be able to drive a mini van and/or 15 passenger van.
- Own and be able to use personal cell phone.
- Previous experience supervising students in a camp/dorm setting helpful.

Knowledge, Skills, and Abilities:

- Previous experience with youth.
- Ability to relate to youth and adults in a positive manner.
- Ability to interact with all age levels.
- Ability to act as positive role models with students and build appropriate relationships.
- Demonstrate maturity of judgment in working with students.
- Ability to lead and provide direction as needed with students.
- Nurturing and patient, mature and responsible.
- Sense of humor.
- Good skills in communication, relationship development, and respect for diversity with both students and other chaperones.

Training and Orientation

Chaperones participate in a mandatory two-day training and orientation prior to the beginning of Summer Intensive for students. This training, coordinated by Director of Schools Operations, provides skills in working with students, strategies, as well as general information and policies and procedures surrounding the Summer Intensive program. Training will also include information about Ballet Austin and meetings with key staff members.

Chaperones are also expected to attend all meetings and update sessions called by directors throughout the summer.



Ballet Austin's Summer Intensive 2012 General Information for Dormitory Chaperones

Ballet Austin's Summer Intensive dormitory students reside at The Castilian, a private dormitory adjacent to the University of Texas campus. Chaperones are one of the most valuable assets to Ballet Austin's Summer Intensive residential program. They are supervisors, counselors, drivers, encouragers, leaders, and surrogate moms and dads away from home. Summer Intensive students attend Ballet Austin's Summer Intensive from up to 35 different states as well as other countries. For some students, this will be their first time away from home. Each summer about 9 chaperones are hired to work the full 6 weeks (46 days) of the Summer Intensive program. Two Chaperones will be hired as Lead Chaperones.

Guidelines: The following is provided so you will know what is expected of our chaperones. A packet of more detailed information will be provided upon employment. In addition, a comprehensive two day training and orientation will be required at the start of the program. If hired, you will be paid for your training and orientation time.

Summer Intensive Dates*: Chaperones move into dormitory on Thursday, June 14, 2012
Students arrive Saturday, June 16, 2012
Students depart Saturday, July 28, 2012
Chaperones move out of dormitory on Sunday, July 29, 2012

*Chaperones must be available for the full period of employment, June 14 – July 29, 2012.

*Each Chaperone receives one day (24 hours) off each week. Days off will vary from week to week.

Chaperone Room and Board: Chaperones must reside at the dormitory except during their designated days off. Chaperones will be provided a private dormitory room with bathroom, as well as all meals during time of employment. Chaperone will also have access to the pool and workout facilities within the dorm.

General Responsibilities: Each chaperone will be assigned a specific set of dorm rooms and group of SI students, **but chaperones are responsible for all the dormitory students.** Chaperones will keep record of which students are in each room, make sure they are observing curfew and "lights out" each night. Chaperones have certain responsibilities each day, which may include, but will not be limited to: chaperoning students on city bus to and from the Ballet Austin studios, driving students in the van, daytime dorm monitor, driving students to medical appointments, leading evening and weekend activities, and chaperoning excursions. Lead Chaperones will have some additional supervisory and planning responsibilities. Job descriptions for both positions are included in this packet.

Chaperones will have some free time during the day when students are dancing. However, unless a chaperone has a day off, he/she must always be on call to assist students and/or SI staff.

Students attend either a 3-week or 6-week Summer Intensive Session. Chaperones directly supervise students ranging in age from 11 to 17. In addition, students 18 to 20 reside on another floor. Chaperones should be aware of their needs as well, and provide assistance as necessary.

For consideration, please submit email and physical copy of resume. An application packet will be sent to qualified candidates.

- Email: Vicki.parsons@balletaustin.org
- Physical Address:
Ballet Austin
Attn: Director of Schools Operations
501 W. 3rd St.
Austin, Texas 78701