General Summer English Language Program Dormitory Staff

Position Description:
Summer English Language Program (SELP) Dormitory staff are responsible for overseeing dorm life for all students in conjunction with the Dorm Head, Program Director and SELP teachers as appropriate. SELP Dormitory Staff along with ensure the emotional and physical safety and wellness of all program participants. SELP Dormitory Staff report to the SELP Director as well as the Director of Summer Programs.

- Participates in staff orientation, training, and meetings
- Supervises dorm staff and all aspects of the SELP students’ dorm life
- Plans and implements dorm evening dorm activities
- Participates in Wednesday full-day fieldtrips under the leadership of the teaching faculty
- Supervises dorm staff and students on weekend fieldtrips (see dates below)
- Welcomes students and supervises airport transportation on student arrival and departure
- Enforces the use of English as the common language in all common areas of the dorm and in all group activities
- Adheres to laws pertaining to the use of drugs or alcohol. In adherence to State law, any person in possession of or caught abusing drugs or alcohol while on the job will be subject to immediate dismissal, suspension or other disciplinary action. There can be no consumption of alcohol or drug use when supervising students (on or off campus).
- Guides individual students in participating in all dorm activities
- Follows all SELP/campus rules and expectations
- Identifies and meets students’ needs while carrying out SELP dorm supervision
- Carries out established roles for supervising participants’ health and safety
- Maintains good public relations with participants’ parents/guardians
- Sets a good example for participants, including use of language, cleanliness, punctuality, and sharing in clean-up
- Models respect of all people regardless of difference of race, sex, age, sexual orientation, religion, physical or mental ability, national origin, ethnicity, or socio-economic status
- Learns the likes/dislikes of SELP students
- Recognizes and responds to opportunities for problem solving with students and dorm staff
- Provides opportunities for the students so that each individual experiences success during SELP
- Provides opportunities for discussion of individual or group problems or concerns as appropriate
- Helps each participant grow in meaningful ways
- Other duties may be assigned as required, including providing technology support for SELP students as needed
- CPR / AED TRAINED AND CERTIFIED – must have up-to-date certifications in both cardio pulmonary resuscitation (CPR) and proper operation of a defibrillator (AED)

Work Hours:
- 3:45 pm – 9:00 pm active supervision of dorm staff (Wednesdays may allow for two staff to start at 6:00 pm on a rotating basis), on call in the dorm 50% of evenings from 9:00 pm through the morning.
- Wednesday, Saturday, and Sunday weekend fieldtrips during the program
- Dorm staff must attend program set-up on
**SELP Description:**
The Athenian School Summer English Language Program (SELP) offers students from around the world the opportunity to experience living in a residential community, and to improve their English skills by attending intensive English as a Second Language classes. Because our class sizes are small, students experience the benefits of individual attention and intensive ESL practice. Students quickly form close relationships with teachers, dorm staff, and each other.

We have designed our program to accommodate students with beginning, intermediate, and advanced level English skills. Students are tested and grouped according to their English language proficiency levels. Students will have the opportunity to learn American customs, and to travel to cultural and entertainment attractions through the San Francisco Bay Area. SELP is a wonderful introduction for students to become accustomed to a private boarding school environment. SELP can give students a great advantage when preparing for the TOEFL exam and continuing their education in schools in the United States. Students will have a final evaluation using The Athenian School TOEFL readiness assessment.

**Athenian Summer Programs Description:**
Athenian Summer Programs is a unique combination of academic, athletic, and artistic opportunities for students throughout the East Bay. Our goal is to offer children from elementary school through high school fun, exciting, and meaningful learning experiences. We do this through a wide variety of programs designed to improve skills, enhance learning, and build confidence.

Keeping campers interested in learning during the summer is accomplished through the expertise and enthusiasm of our extraordinary staff. We have developed classes and activities that we know are enriching and rewarding. We are confident families will find our unique campus and summer programs to be a valuable part of the continuing education of their child and remembered long after summer ends.

**Working at Athenian Summer Programs:**
Every employee in the Summer Programs is an Athenian community member, and as such, embraces the cornerstones of Athenian’s philosophy: respect; open, direct communication; honesty; fairness; responsibility; and dedication to the students in their intellectual and personal growth. Additionally, active support for environmental conservation, international understanding, equity, inclusion, and justice is essential. Cultural competence is a goal for all summer staff at Athenian. As a school that from its founding has valued the worth and integrity of each individual, we are particularly interested in candidates with a proven commitment to teaching and working in a diverse, multicultural setting. Athenian Summer Programs strives to attract and retain a staff of the highest caliber. We have a unique community here, filled with many differing opinions, backgrounds, ideologies and experiences. We have students from all over the globe; our families include a mom and a dad, two moms, two dads, single parents, guardians and stepparents. We have many faiths and those who are non-observant. We represent all income levels. What we share is a belief in Athenian’s mission. We ask that all employees take time to read about Athenian’s history and philosophy.

The Athenian School does not discriminate on the basis of race, color, ethnicity, religion, faith, sex, gender or gender expression, age, ability, sexual orientation, familial or marital status.

This is a seasonal position. All employees are offered a daily prepared lunch. (Breakfast and dinner may also be available when residential programs are on site.) Children of summer employees are welcome to participate free of charge in summer programs for which the children are the appropriate age during the employees’ summer employment work hours. If an employee would like to enroll their child for programs beyond their work hours, he/she can do so at a 50% discounted rate. (This does not include private swim lessons or CITs.) Athenian is a smoke-free environment.

Contact Justin Guerra, Director of Summer Programs at jguerra@athenian.org with any questions.