



Position Posting

Position Title: Live in Coordinator of Residence

Competition Number:06292020

Our focus at Brookes is to work in a respectful, professional, and collaborative manner, seeking solutions to problems, building community, and nurturing the talents and skills of all staff. Brookes has a small community of staff that support one another. Brookes seeks staff who are passionate about working with young people and encouraging them to become responsible, caring, and thoughtful young adults.

We are currently looking for a Live in Coordinator of Residence to join our team

***Please note interviews will be scheduled and conducted in late July**

Primary Job Objective

The Coordinator of residence fulfills a vital supervisory, supportive, and nurturing role within the boarding residence environment. The Coordinator supports the Dorm Parent team in providing a safe, caring, and empathetic home like atmosphere for the students. The Coordinator is compassionate, flexible, "firm, fair and friendly" professional for the students. Child welfare is of primary importance to ensure the boarding experience is positive and fulfilling for students and their families. The Coordinator is an integral part of the residence team and school, adhering to standards set for all the dorms and ensuring that students follow the Dorm and school rules. The Coordinator is required to live in residence and be on duty until the dorms are quiet and a final supervisory tour of the dorms have been made, before retiring for the evening.

- Supervision of all dorm parents (residence and non-residence)
- Meet with dorm parents individually and on a regular basis and conduct probationary and annual reviews
- Work with dorm parents, VP of Academics and Head of School on working schedule of the dorms
- Facilitate staff meetings and review reports/emails from dorm parents and provide feedback and direction
- Review weekly log reports
- Produce and submit regular reports for each boarding student in conjunction with the dorm parents
- Facilitate and organize any required training such as orientation
- Be available to support during "off duty hours" to help with a situation, offer advice or in case of an emergency
- Maintain a highly visible presence for dorm parents and students
- Collaborate and foster a team
- Maintain strict adherence to all policies and guidelines related to privacy and confidentiality
- Encourage and support joint initiatives and collaboration between all departments (Dorms, Faculty, non-faculty, and administration)
- Assisting dorm parents with coordination and liaison with parents, families, and students

Required Qualifications & Desired Attributes:

- 2-3 years supervisory experience within a school preferred
- 3+ years experience within an academic environment
- Knowledge of diverse student needs and inclusive practices
- Ability to support and collaborate with School-Based Teams
- Excellent communication skills
- Ability to establish priorities, organize, schedule, and solve problems and tasks
- Ability to learn new software applications (REACH, ManageBac, FOB)
- Demonstrates integrity, credibility, confidentiality, and responsibility in all interactions

- Possesses high ethical standards and an honest, open, and consistent approach to working with peers, employees, and staff

Comprehensive Benefit Package

- Room and Board
- Meal Plan
- Eligibility to participate in our RRSP Plan
- Extended Health and Dental Plan

If Brookes Westshore sounds like the type of team you would like to be a member of, please forward your cover letter and resume.

Criminal Records Review Check: The Ministry of Public Safety and Emergency Services requires that all employees in a school environment agree to a criminal record check.

Please provide a cover letter and resume to <https://brookesschoolcanada.easycanada.com> or on our website at <https://westshore.brookes.org/work-with-us/> We thank all applicants for their interest in this position, however, only those applicants that are shortlisted will be contacted.