

2018 SUMMER INTENSIVE RESIDENT ASSISTANT APPLICATION

Position runs Saturday, June 30, 2018 through Saturday, August 4, 2018

DESCRIPTION

The School of Pennsylvania Ballet's (SPB) Summer Intensive program in Philadelphia, PA is a residential ballet intensive for male and female students ages 12-20. The program is five weeks in duration and serves students from the United States and around the world. The Resident Assistants will work with the Resident Director and Resident Coordinator to assist in overseeing approximately 60 male and female students residing at Moore College of Art and Design and dancing at the Pennsylvania Ballet studios.

REQUIREMENTS

Resident Assistants are required to reside at Moore College for the full length of the program and are limited to one day off per week (9pm-8pm the next day) as scheduled by the Resident Director. Candidates must be 21 years of age or older and will be required to obtain CPR/First Aid/AED certification, as well as PA State Background Check, Child Abuse Clearance, and FBI Criminal Clearance prior to start date. Resident Assistants will also need to complete training in the Mandated Reporting of Child Abuse and the Safe Environment/Protection of Minors.

RESPONSIBILITIES

- Directly supervising participants during the program duration including their stay at Moore College, during meal times, and while at SPB
- Escorting the participants between Moore College and SPB, and SPB and Roman Catholic High School (RCHS) as scheduled by the Resident Director
- Supervisory responsibilities on a rotating schedule:
 - Supervise commuter participants in "After Care" at SPB studios
 - Supervise the resident sign-in and sign-out process at Moore College between dinner and curfew
 - Supervise weekend outings for commuters and residents including travel to and from excursions
 - Complete curfew check by visiting each dorm room on your floor at Moore College
 - Gym Duty – Walk program participants to and from Roman Catholic High School. Note that the gym is located on the third floor of RCHS and SPB will not have access to the elevator
 - Lunch Duty – Walk program participants to and from cafeteria at RCHS
 - Cafeteria Duty – Supervise lunch break at RCHS for commuters and residents
 - On Call – Responsible for overnight issues and/or emergencies if needed
- Ensuring the safety of participants at Moore College, SPB, RCHS, and during outings
- Enforcing rules, regulations, and policies of SPB, Moore College, and RCHS
- Enforcing weekly dorm deep-cleaning and encouraging general tidiness
- Assisting with check-in and check-out of participants at the beginning and the end of the program including escorting to and from Philadelphia International Airport if needed
- Reporting any illnesses, accidents, or behavior issues to the Resident Director
- Reporting any cases of lost, damaged, or stolen property to the Resident Director
- Disseminating information and announcements to participants during floor meetings as scheduled by the Resident Director
- Attending weekly Resident Staff meetings as scheduled by the Resident Director
- Other duties and administrative tasks as assigned by the Resident Director and/or The School of Pennsylvania Ballet Staff

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Please submit the completed application form to The School of Pennsylvania Ballet prior to May 1, 2018. Applications will be accepted until Resident Assistant positions are filled. Completed applications and questions should be sent to the attention of Melissa Chasse, School Administrator, at mchasse@paballet.org.

APPLICANT INFORMATION

Name _____ Date of Birth _____

Email _____ Phone _____

Address _____ Apt/Unit _____

Town/City _____ State _____ Zipcode _____

Driver's License or Government Issued ID Yes No CPR/First Aid/AED Certified Yes No

PA Background Check Yes No Child Abuse Clearance Yes No FBI Criminal Clearance Yes No

Mandated Reporting of Child Abuse and Safe Environment/Protection of Minors Training Yes No

(Above requirements must be obtained prior to start date. Fees will be reimbursed by Pennsylvania Ballet.)

ACADEMIC INFORMATION

High School _____ City & State _____ Did you graduate? Yes No

College _____ City & State _____ Did you graduate? Yes No

If yes, degree(s) obtained _____

AFFILIATIONS

Have you taught or worked at any other summer programs, camps, or schools? Yes No

Institution/Organization	Position/Title	Dates of Participation
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMPLOYMENT HISTORY (resumes can be attached)

1 - Employer	Position/Title	Dates of Employment
_____	_____	_____
Supervisor's Name	Contact Phone	May we contact this employer?
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
2 - Employer	Position/Title	Dates of Employment
_____	_____	_____
Supervisor's Name	Contact Phone	May we contact this employer?
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
3 - Employer	Position/Title	Dates of Employment
_____	_____	_____
Supervisor's Name	Contact Phone	May we contact this employer?
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

REFERENCES (2 personal & 2 professional)

Name	Relationship	Email	Phone
1 - _____	_____	_____	_____
2 - _____	_____	_____	_____
3 - _____	_____	_____	_____
4 - _____	_____	_____	_____

ADDITIONAL SKILLS (optional)

Do you speak, read, or write any language other than English? (Answer is voluntary) Yes No

Language(s) _____

Please list any additional skills, accolades, or experience that you would like us to take into consideration:

EMPLOYMENT ELIGIBILITY

Are you legally able to work in the United States? Yes No

Have you ever worked for Pennsylvania Ballet? Yes No

Have you ever been convicted of a misdemeanor or a felony? Yes No

If you answered yes to this question, please explain:

AVAILABILITY

Are you available to reside on campus for the duration of the program (6/30/18 – 8/4/18)? Yes No

If no, please describe conflict including dates:

SPB may have an additional employment opportunity depending on final enrollment numbers. Do you have availability to extend your Resident Assistant employment one week beyond the above term if needed (8/5/18 – 8/11/18)? Yes No

APPLICATION VERIFICATION

I hereby give permission to The School of Pennsylvania Ballet to verify my past employment and conduct. I have read and understand the commitments and responsibilities of the Resident Assistant position for the SPB Summer Intensive program.

I have answered all of the above questions to the best of my ability. I certify that I have made no misrepresentations or falsifications, and that my answers are true, accurate, complete, and made in good faith. I understand and acknowledge that any omission, misrepresentation, or falsification may be grounds to discontinue further consideration of my application, for my dismissal at any time if I am selected, and/or for such penalties as may be prescribed by law or regulation. I also understand that this is a temporary appointment and there is no guarantee of appointment to a permanent position or future employment.

I understand that certifications, clearances, and background checks are mandatory for this position and, if hired, agree to complete the requirements as deemed necessary for this position.

Applicant Signature _____ Date _____