2020 SUMMER INTENSIVE
RESIDENT ASSISTANT APPLICATION
Position runs Saturday, June 20, 2020 through Saturday, July 25, 2020

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 Manager and Resident Coordinator to assist in overseeing approximately 75 male and female students residing at Drexel University and dancing at Pennsylvania Ballet studios.

REQUIREMENTS

Resident Assistants are required to reside at Drexel University 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 Manager. 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.

RESPONSIBILITIES

▪ Directly supervising participants during the program duration including their stay at Drexel University, during meal times, and while at SPB
▪ Escorting the participants between Drexel University and SPB, and SPB and Roman Catholic High School (RCHS) as scheduled by the Resident Manager
▪ Supervisory responsibilities on a rotating schedule:
  ▪ Supervise the resident sign-in and sign-out process at Drexel University 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 Drexel University
  ▪ 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 Drexel University, SPB, RCHS, and during outings
▪ Enforcing rules, regulations, and policies of SPB, Drexel University, 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 Manager
▪ Reporting any cases of lost, damaged, or stolen property to the Resident Manager
▪ Disseminating information and announcements to participants during floor meetings as scheduled by the Resident Manager
▪ Attending weekly Resident Staff meetings as scheduled by the Resident Manager
▪ Other duties and administrative tasks as assigned by the Resident Manager 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 April 1, 2020. Applications will be accepted until Resident Assistant positions are filled. Completed applications and questions should be sent to the attention of Resident Manager, Laurie Ann McElreath, at spbhousing@paballet.org or 445-544-8435.

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 ____________
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?

□ Yes  □ No

2 - Employer

Position/Title

Dates of Employment

Supervisor's Name

Contact Phone

May we contact this employer?

□ Yes  □ No

3 - Employer

Position/Title

Dates of Employment

Supervisor's Name

Contact Phone

May we contact this employer?

□ Yes  □ No

REFERENCES (2 personal & 2 professional)

Name

Relationship

Email

Phone

1 - __________________________

______________________________

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2 - __________________________

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3 - __________________________

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4 - __________________________

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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 (6/20/20 – 7/25/20)? □ 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 two weeks beyond the above term if needed (7/25/20 – 8/8/20)? □ 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 __________________________