

**Open Position: Part-Time Residential Guide**

**Reports to: Huntsburg Campus Director**

**When Needed: 2021-22 School Year (August 2021-June 2022)**

Hershey Montessori School is seeking two caring and dedicated individuals to join our community as part-time Residential Guides/Houseparents for the boarding program starting August 2021. The ideal candidates will have experience working with adolescents and be able to work and communicate within the residential team. Approximately 29 hours per week total for one candidate or a combination of hours between two candidates (ranging between 11-20 hours per week for each person and can include Housing for one candidate). The scheduled would include Monday evenings from 3:30 pm-11:00 pm, Wednesday from 3:00pm to 5:30pm, and weekends, Saturday from 7:30am – 1:00pm and Sunday from 7:30am - 11:00 pm (this shift can be split between two individuals). The actual schedule can be coordinated and mutually agreed upon between the School and the two candidates, although times/days noted are firm. Housing available.

**Essential Duties/Responsibilities**

- Prepare the environment for optimal home/learning environment.
  - This involves helping prepare on and off-site activities.
- Support students individually as needed.
  - This involves helping navigate the social and emotional complexities that come with adolescents, assisting in academic work, or leading them through conflict resolution when the need arises.
- Work side by side with students
  - This involves assisting in meal design and prep, community work, farm work, room and house cleaning, and any other duties as needed.

**Education & Experience**

- High school diploma or equivalent required
- Experience working with adolescents required.
- Experience in a Montessori environment preferred but not required.

**Knowledge, Skills, and Abilities**

- Able to work side by side with adolescents in the kitchen, on the farm, and in other environments.
- Ability to show respect and maintain composure in hectic, fast-paced environments.
- Ability to work weekends and weekday evenings.
- Spanish-speaking preferred, but not required.
- Become certified to drive a school minivan (training is provided).
- Spanish-speaking a plus

### **Who We Are:**

Hershey Montessori is an internationally recognized day and boarding independent school located in Northeast Ohio. Our campus in Concord, Ohio educates children from infancy to 12 years of age. The adolescent campus in Huntsburg, Ohio serves grades 7-12 and has a working farm with barns and a greenhouse, residential housing, indoor and outdoor learning environments, and classroom buildings on 97 acres of predominantly wooded land. As students interact on the farm and in their local community, they understand how society is organized and learn division of labor. Compassion, diplomacy, and collaboration skills are developed through experiencing human interdependence. Relationships with animals, plants and the planet are also emphasized, as the importance of sustainability is personally experienced. Students come from all over the world to engage in Hershey Montessori's unique school. We welcome culturally knowledgeable candidates who desire to be a part of a community with diverse backgrounds and perspectives, and who are mindful of equity and social justice.

Please visit our website ([www.hershey-montessori.org](http://www.hershey-montessori.org)) to learn more about our school.

### **Interested?**

Please send a resume, references, and a cover letter sharing with us why you are interested in and qualified for this position. Please send to [hr@hershey-montessori.org](mailto:hr@hershey-montessori.org).

Hershey Montessori School is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. Diverse candidates are encouraged to apply.