

Male House Parent

Position opening is for a **Male House Parent**. As a house parent you will become a “parental or mentor” figure to the students in your dorm(s). Therefore, you will make sure that you help them become better students and people, but you will also hold them accountable in a positive way.

Responsibilities:

Below are some of the tasks (not all are listed) that a dorm parent is required to do:

- Make sure the boarders are safe and happy
- Complete nightly roll calls using our student Orah software
- Participate in-service training sessions
- Check dorm chores and rooms every morning
- See that students are dressed in the proper attire before leaving the dorm at any time.
- Complete daily dorm reports about what happened in the dorm the day before
- Assist those students that are ill in the dormitory
- Help the AOD watch the students during dinner duty
- Make sure that all the boarding students submit their holiday travel plans
- Organize dorm activities for the boarding students
- Available to serve as a mentor to the boarders
- Have weekly dorm meetings
- Random checks after lights out to make sure the boarding students are in bed
- Enforcing the school rules in a positive manner
- Work a holiday break (Thanksgiving Break, Spring Break and Summer)
- Show a willingness to hear and understand the students and to be consistent with the students
- Discuss with the Dean of Students any concerns that you may have with a particular student or group of students
- Verify weekend leave information for boarding students using Orah software

Qualifications:

- Must be 18 years of age or older and hold a high school diploma or equivalent.
- Previous experience working in a House Parent position or similar position, preferred.
- Fluent in Microsoft products (Word, Excel, Mail, Calendar, etc...).
- Pass a fingerprint and background check and drug test.

Physical requirements:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Must be able to access and navigate each department at the Academy's facilities.

To apply, resumes may be faxed to 407.469.3711 or emailed as a PDF or Word document to jobs@montverde.org. All candidates must complete an application for employment and be willing to submit to a background check and drug test prior to beginning work. Montverde Academy is a non-smoking campus.