



### **Minimum Staff Requirements & Expectations**

Cardigan Summer Session faculty, staff, and team members should understand and meet the following expectations:

- Desire to work with youth in grades 3-9 in a mixed environment of residential life, classroom education, and outdoor activities; act *in loco parentis* in the capacity of teachers, coaches, and dorm parents providing regular supervision.
- Be dedicated to fostering the success and growth of students, colleagues, and yourself.
- Possess good character and integrity; be adaptable and flexible.
- Model good community citizenship in the areas of cleanliness, punctuality, sportsmanship, language, respect for school property, equipment, and facilities and the personal property of students and faculty.
- Participate fully in all programming including but not limited to: teaching or assisting with teaching, leading or assisting with activities, evening and weekend programming, managing behavior, and following the daily schedule.
- Embrace the experience of living, playing and learning with others from diverse backgrounds and cultures; an ability and openness to promote acceptance of individuals' expressions of gender, sexuality, religion, ethnicity, etc.
- Understand, model, and uphold all school policies and procedures to ensure the safety of all students, faculty, and staff.
- Provide personal and professional references and pass all required background checks.
- Be available to work the entire Summer Session including staff training dates.
- Completed high school or GED and have at least one year of college or applicable professional work experience.

### **Essential Functions**

All Summer Session staff must have the desire, ability, strength, and endurance to:

- Communicate verbally and in writing with students, peers and supervisors.
- Attend a mandatory orientation (“Staff Training”) program at the beginning of the summer; learn and retain new information presented in a variety of learning environments; read and understand written material presented in the Faculty Handbook; and obtain certifications as required for individual role (CPR/First Aid, Lifeguarding, etc.)

- Participate in and provide supervision to active/outdoor activities, which may include without limitation running, throwing, standing, walking, crouching, reaching at/above/below shoulder level, gripping, grasping and moving objects weighing up to 50 pounds (coolers, canoes, office or program equipment, etc.) and similar physical agility.
- Provide regular supervision of students ages 8-16; sleep in dorm building on a rotating basis in a private faculty room subject to the understanding of and ability to be woken up during the night to assist students as necessary; provide regular monitoring of student health and hygiene.
- Work outside in the heat of summer, inclement weather and specific environmental realities (humidity, wind, insects, lake water) for extended hours; reside in private dorm-style, living quarters.
- Eat meals at designated times while supervising children and assisting them with selection of food, being aware of and managing special food needs including but not limited to allergies; demonstrating appropriate manners.
- Have basic physical and cognitive ability to intervene in case of emergency (choking, etc.)
- Observe student behavior, assess its appropriateness, enforce appropriate safety regulations, document student behavior, as necessary, in a timely manner, and alert administrative staff when confronted with disclosures/discussions of emotionally complex subjects that need further attention.
- Identify and respond to environmental hazards; respond to written emergency plans and verbally-issued instructions; assist children and/or instruct others safely and effectively during potential emergencies; have the sense of responsibility and accountability needed to follow (and hold others in compliance with) Summer Session rules and procedures.

This list of General Expectations and Essential Functions is not intended to be all-inclusive. A staff member may also perform other functions assigned by Cardigan Mountain School. The essential functions may be modified by Cardigan Mountain School at any time. By responding so on your application, you agree that you have read the above description of the role of a Cardigan Mountain School Summer Session staff member and verify that you are capable of performing these functions safely.

#### **Individual Job Descriptions for Role-Specific Features**

In addition to the Minimum Requirements & Expectations, and Essential Functions, all employees of Summer Session are expected to do the following as part of their duties:

- Attend faculty meetings and staff orientation
- Participate in campus life special events
- Provide support on opening/closing days

*Cardigan Mountain School is an equal opportunity employer, and will not discriminate, or tolerate discrimination, against any employee or applicant in any manner prohibited by law.*