



## **Residential Life Staff- Female Dorm**

### **About TFS**

Tallulah Falls School is an independent, coeducational college-preparatory boarding and day school nestled in the northeast Georgia mountains serving more than 500 students in grades four-12. Our students, faculty, staff, parents, and supporters form a close-knit school family where everyone feels a sense of belonging and purpose. We all work together as a team to accomplish a common mission.

### **Job Summary**

Tallulah Falls School seeks an eclectic and enthusiastic live-in Residential Life Staff member with a desire to confidently influence middle school and high school youth. This position will serve in the female dormitory. The position requires shifts every weekend and two weekdays (3 p.m.-8 a.m.). TFS has, at a minimum, a break every six weeks. Salary is commensurate with qualifications and experience, housing and meals are included. Those fortunate enough to influence young lives at TFS receive a competitive benefits package and have access to many free fun activities.

### **Responsibilities:**

The essential functions include, but are not limited to the following:

- Monitor the safety and well-being of boarding students.
- Assist international students with cultural acclimation to an American high school and promote friendships with domestic students.
- Chaperone off campus activities.
- Maintain eligibility to drive on behalf of the institution in accordance with institutional insurance and motor vehicle requirements.
- Oversee evening study hall and tutor students as needed.
- Oversee daily work program in the dorms.
- Other duties as assigned.

### **Requirements & Qualifications:**

- Bachelor's degree required.
- Must be able to pass a DOT Physical prior to and during employment
- Experience working with youth in all types of situations (resident assistant, camp counselor, etc).
- Valid driver's license with an acceptable motor vehicle record required.
- Ability to meet institutional driving and insurance eligibility requirements.
- Fluency in multiple languages is a plus.
- Current lifeguard certification or willing to obtain a lifeguard certification preferred.

- Strong work ethic and initiative in understanding all-school dynamics and proactively responding to a fast-paced environment.
- Exceptional interpersonal skills and ability to support the needs of middle and high school student living in a residential dorm.
- Strong collaborative skills.
- Passion for working with students, families, colleagues within a vibrant and diverse community.
- Effective organizational skills with attention to accuracy and detail.
- Strong written and verbal communication skills.
- Compatibility with the school's values, culture, and community.
- Ability to pass periodic background, drug and alcohol screenings.
- Ability to maintain confidentiality and composure under pressure.

**Standard Physical Requirements:**

- Must be able to sit and/or stand for an extended period of time.
- Must be able to bend, reach, lift and climb.
- Must be able to understand written and verbal instructions.
- Must be able to communicate and respond to questions from various levels with the organization.
- Must have manual dexterity sufficient to perform specified duties.
- Must be able to lift, carry, move and handle equipment, boxes weighing up to 50 pounds.
- Must be able to possess basic mathematical skills: addition, subtraction, multiplication, and division.

**To Apply**

Interested candidates should email a cover letter, resume, portfolio/work samples and a list of three professional references to the Director of Residential Life, Jon Benson at [jon.benson@tallulahfalls.org](mailto:jon.benson@tallulahfalls.org). No telephone calls, please.

*Tallulah Falls School is an equal-opportunity employer.*

*All job applicants at TFS will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. Applicants will be required to submit to a specimen test at a laboratory selected by Tallulah Falls School and sign a consent agreement to release TFS from liability.*