Part-Time Residential Life Recreation Staff

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

The part-time Residential Life Recreation Staff position is a part-time, 10-month position that is dedicated to Residential Life and Student activities after school hours. This position is hourly and scheduled to work up to a maximum of 29 hours per week.

Responsibilities:

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

- Must be able to open and close Student Center independently.
- Monitor students' behavior after school in the student center and help students when needed, such as catching the bus to go home or a trip.
- Setting up and working student center concessions.
- Work special events, such as Senior rec on Wednesdays, special holidays, prepping supplies for activities…etc.
- Must be flexible with work hours and have the ability to handle different recreational areas.
- Assist Residential Life Staff with different assignments, this may include helping with supper and/or dorm duties.
- Assist with cleaning and organizing the student center.
- Other duties as assigned by the Director of Residential Life

Requirements & Qualifications:

- High School Diploma or GED 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 required.

- Must be CPR and AED Certified
- Strong work ethic and initiative in understanding all-school dynamics and proactively responding to a fast-paced environment.
- Must have the ability to work well with students and staff.
- Exceptional interpersonal skills and ability to support the needs of middle and high school students 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 constantly operate a computer, and other office machinery, such as calculator, copy machine, computer printer.
- 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 30 pounds
- Must be able to possess basic mathematical skills: addition, subtraction, multiplication, and division

To Apply

Interested candidates should email a cover letter, resume and a list of three professional references to the Director of Residential Life, Jon Benson at 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.