

JOB POSTING

Position:	Residence Weekend Evening/Evening Float Staff (2 positions)
Department:	Residence
Contract Type	Part-Time, 10-month contract, Hourly
Reports To:	Residence Manager
Starting Date:	September 2017
Closing Date:	Open until filled

Queen Margaret's School is looking for qualified Residence Staff to oversee the day-to-day care and safety of boarding students at the school on weekends and weekend evenings, and to support the day-to-day care of boarding students on weekday evenings.

Several shifts are available, ranging from 8 hours per week to 28 hours per week.

Applicants interested in joining Queen Margaret's School community must embrace the ethos of an independent school education and the capacity to develop positive relationships with students and the desire to contribute to a collaborative learning community.

All applicants for this position will be expected to agree to have a Criminal Record Check initiated by Queen Margaret's School.

Applications must include:

- a cover letter, specifying which position you are applying for
- resume
- two (2) professional references

Qualifications:	Responsibilities:
<p><i>The following are requirements for this position:</i></p> <ul style="list-style-type: none"> • Familiarity with adolescent development and needs • Experience working with large groups of students • Ability to work independently, as well as part of a team • A cheerful disposition and a passion to engage students in their development and growth • Excellent communication and interpersonal skills • Excellent judgement and decision-making ability • Proven ability to identify emergent situations and take decisive action • Adaptability to changing situations • Understand the importance of confidentiality of information and ensure own behaviour and that of others is consistent with this standard • Understanding of appropriate boundaries <p><i>Preference will be given to candidates who also have the following skills and qualifications:</i></p> <ul style="list-style-type: none"> • Diploma in Education, Child & Youth Care, Leadership or other combination of certification and experience • Experience working with adolescent girls is an asset • Proficiency in a Second Language would be considered an asset • Level 1 First Aid training or better • Class 4 Drivers' License and clean drivers' abstract 	<ul style="list-style-type: none"> • Ensure safety of Residence Buildings • Address student discipline, rule violations, and safety/security concerns as needed or directed • Support the daily routine and care of all students to meet the aims of the boarding program curriculum • Oversee or assist the Floor Supervisor with study prep, bedtime routines, housekeeping duties and other related duties to support the success of the daily operation of the boarding program • On weekend shifts, in collaboration with the Student Life Coordinator, support, promote, and assist with field trips, excursions, and on-site activities for students • On weekday shifts, cover break times for Floor Supervisors and assume duties as needed or directed • When required, give specific focused attention on areas such as; individual student care, social/emotional growth, academic guidance and support, and overall wellness • Act as a chaperone for off-campus activities, as assigned by Residence Manager • Attend scheduled staff meetings, professional development days, special scheduled Residence functions and other mandatory school staff meetings as designated within the school calendar year <p><i>Working conditions:</i></p> <ul style="list-style-type: none"> • Availability for on-call coverage as required • Travel may be required • Vacation time may only be scheduled during School Breaks (Spring Break & Christmas) • Light housekeeping duties are required • Some heaving lifting and carrying (up to 20lbs) may be required

Interested applicants should email a cover letter, resume, and supporting documents to:
careers@qms.bc.ca