

Job Description

Position Title: Dormparent

Department: Home

Reports to: Dean of Students



Overall Responsibility:

- Parenting in a Christian home – training, working with and loving kids in a God honoring home
- Helping kids in all areas of their lives – spiritual, physical, educational and emotional, etc.
- Implement the FCA mission statement personally
- Integrate faith and learning in all areas of life
- Demonstrate care and concern for student welfare

Key Tasks and Responsibilities:

- Attend chapels, training sessions and other events as requested
- Support and adhere to FCA policies/rules re: discipline, dress, conduct, personal and community relationships
- Deal with discipline promptly and professionally
- Demonstrate sensitivity to needs and feelings of students and staff
- Demonstrate commitment to FCA mission statement
- Evidence love for Jesus Christ and His people
- Demonstrate desire to grow spiritually in study of God's Word and it's application to daily life

Skills and Attributes:

- Ability to communicate effectively to students
- Sensitivity to needs and feelings of students and staff
- Commitment to FCA mission statement
- Love for Jesus Christ and His people
- Desire to grow spiritually in study of God's Word and it's application to daily life
- Desire to share the Gospel of Christ with the unsaved world
- Emotional, mental and physical stability
- Understanding of Christian education integrating faith and learning
- Understanding of Christian marriage and parenting

Experience requirement:

- Good record in any previous work with young people
- CPR, first aid and life guard training would be helpful

- Commercial driver's license

It is HARD to put into writing the duties of a dormparent in just a few words. This is a copy of the job description that is included in our staff handbook.

Monday through Friday Daily Schedule:

6:30 am...Breakfast with students (microwaveable food is provided by the dining hall – no cooking required by dormparent)
 7:00 am...Handing out meds, seeing kids and devotions
 7:45 am...Kids to school
 8:00 – 3:00...Kids at school – dorm jobs, rest, meet with teachers, check rooms, do paperwork, go to main office for mail, take kids to doctor, take care of kids that are home sick, calls from parents, etc.
 3:00 – 3:30...Kids at home preparing for work–greet kids, give meds, call work bosses if child is sick, etc.
 3:30 – 5:00...Kids at work – Instruct and assist dorm worker, etc
 5:00 – 5:20...Kids at home
 5:20 – 6:00...Supper at dining hall or possibly meal prepared in dorm
 6:00 – 6:30...Kids have free time – visit with kids, counsel, take care of discipline matters, work kids, etc.
 6:30 – 9:30...Different levels of study hall – check study hall, help with studies, arrange help if needed
 9:30 pm...Kids to bed
Crash whenever possible!!

Saturday Schedule:

8:00 – 8:30 am...Breakfast at dining hall (optional for students and staff)
 8:30 – 9:00...Giving out meds, checking on kids, etc
 9:00 – 12:00...Kids at work – instruct dorm worker, your own chores, check mail, etc. Boys stay at home if dishpit workers/girls at home if hostess workers.
 12:00 – 12:30...Kids at home
 12:30 – 1:00...Lunch at dining hall and pick up food for Sunday breakfast
 1:00 – 5:00...Kids at home or activities – do whatever needed (or possibly activity duty)
 5:30 – 6:00...Supper at dining hall and setting tables for Sunday lunch
 6:00 – 9:30...Free time for kids – do whatever needed (or possibly activity duty)
 6:30 – 9:30...Special study hall for those with 3 or more F's
 9:30 pm...Kids to bed
Crash whenever possible!!

Sunday Schedule:

8:00 am...Serve breakfast in dorm (microwaveable food is provided by the dining hall – no cooking required by dormparent)
 9:30...Meet with kids before leaving for Sunday School to check clothing
 10:00 - 12:00...Sunday School and Church
 12:00 – 1:00...Lunch at Dining Hall
 1:00 – 2:00...Quiet time for kids
 2:00 – 5:00...Dorm activities - dormparents' responsibility to plan and supervise
 5:30 – 6:00...Supper at Dining Hall
 6:15 – 7:15...Church
 7:30 – 9:30...Kids in study hall – check study hall, help with studies, arrange help if needed
 9:30...Kids to bed
Crash whenever possible!!

Additional Dormparent Schedule Information:

- Dormparents are off one assigned day per week (Monday – Friday)
- Dormparents are off one weekend (Saturday 8 am – Sunday 5 pm) per month in months with no long holidays in them – September, October, February and April. DP's must arrange their own subs and instruct them on dorm life in their dorm.
- Dormparents are required to be at dormparent meetings on Wednesday mornings from 8:30 – 10 am
- Dormparents take kids to the doctor between 8 – 3 pm when needed
- Dormparents are scheduled one break duty per year to take care of all students that are here during the break. (Thanksgiving, Spring Break, End of School Year or End of Summer School)
- Dormparents are required to take care of general maintenance in dorm and turn in maintenance requests for maintenance needs that they can't take care of
- Study hall times listed are for those students with no F's – study hall is extended for those students with low grades. Check weekly grades and post weekly study hall times
- All staff including dormparents are scheduled weekend activities duty at least twice a semester
- Check rooms daily for cleanliness
- Bake Birthday cakes for students in your dorm
- Have parties for Christmas, end of year, etc.
- Cook occasional meals for your students
- Attend sports events, musical events, etc. that your students are involved in

NEED MORE INFORMATION: For immediate reply, qualified applicants can contact Ms. Margie Newman, Human Resource Director, at mnewman@frenchcamp.org or by phone at (662) 547-5282.