

Job Profile: Dorm Assistant



Description

The dorm assistant is responsible to assist dorm parents in providing Christ-centered parenting in a home-like boarding community. The goal is to help each dorm student reach his/her full potential, spiritually, emotionally, academically and physically. The dorm assistant provides coverage for dorm parents on their weekly days off, providing leadership and wise management of the dorm home in the absence of the dorm parents. As a caregiver and mentor, the dorm assistant provides for the practical needs of students while promoting their personal spiritual growth, maturity and responsibility. This requires investing significant time in building growing relationships with each student.

Because residence life ministry is a character profession that requires a high level of integrity and transparency, the dorm assistant is committed to these lifestyle priorities: personal spiritual growth, accountability, modeling Godly values and character, and cultivating Christian love and unity.

Performance Areas

- A. **Personal and Professional Development:** Participates in ongoing professional and personal development. Engages in the evaluation process. Commits to living according to the residence staff team covenant.
- B. **Staff Support:** Works independently, providing care for the dorm students in the absence of the dorm parents. Is flexible, as the needs and routines of each dorm vary.
- C. **Student Development:** Provides spiritual mentoring, Biblical parenting, and daily care and nurture to boarders, so that each student is enabled to reach his/her fullest potential.
 - a. Spiritual Mentoring - Models an authentic, Godly life that inspires students to become passionate followers of Christ.
 - b. Biblical Parenting - Parents students according to Biblical values, providing unconditional love, nurture, encouragement, guidance, training, discipline and prayer.
 - c. Daily Care and Nurture - Provides for the spiritual, physical, emotional and educational needs of boarders, enabling them to develop life skills, respectful attitudes, self discipline and personal responsibility.
- D. **Communication:** Communicates effectively with students, staff, parents and others to achieve mutual understanding and cooperation.
- E. **Community:** Supports the authority and decisions of the school and takes ownership of the values and philosophy of the residence life ministry. Commits to love and support the members of the community, seeking to live in unity, healthy interdependence and mutual respect.

Task Inventory

This inventory is a general list of most tasks and activities that the dorm assistant is typically responsible for over the span of a year. The priority and specifics of some responsibilities will vary depending on the unique and changing needs of the dorms, students and staff each semester.

Personal and Professional Development:

- Nurtures and develops his or her personal relationship with God.
- Models spiritual maturity and Godly values.
- Seeks ways to grow personally and professionally.

- Participates in and contributes to team professional development sessions.
- Seeks and maintains a personal accountability relationship.
- Engages in ongoing evaluation.
- Attends weekly team meetings and regular meetings with the residence supervisors.
- Displays good interpersonal skills and conflict resolution skills.
- Models self care.
- Demonstrates fulfillment in ministry and display a consistent positive attitude.

Staff Support:

- Works independently in providing care for the dorm (the dorm assistant is on duty alone in each dorm).
- Knows and supports each dorm parent couples' individual rules and expectations for their particular dorm.
- Protects the dorm parents on their day off, enabling them to have a day of rest from work-related responsibilities.
- Helps team mates with dorm set up and clean up at the beginning and end of each semester.
- Assists the school community and dorm staff team by contributing in his/her area of giftedness (i.e. - volunteering for secondary responsibilities as he/she is able).

Student Development:

- Maintains stability and continuity for dorm students by honoring the routines of each dorm family, as established by the dorm parents.
- Provides consistent loving care, encouragement, and guidance to students.
- Seeks to build honest, trusting relationships with dorm students.
- Provides practical assistance to dorm students through problem solving, helping students with homework, etc.
- Treats students as individuals, with flexibility and understanding. Values and appreciates each student and strive to meet their unique needs.

Spiritual Mentoring:

- Encourages students to pursue God through Bible study and prayer. Prays with students at night (gender and age appropriate).
- Seeks opportunities to disciple students. Is available to students for prayer, counseling, guidance, as well as free discussion times which encourage the spiritual development of individual students.
- Provides spiritual leadership in the dorm, encouraging students to mature in their faith and to fulfill God's plans for their lives.

Biblical Parenting:

- Maintains dorm family guidelines, according to Biblical values.
- Provides loving discipline when necessary. Extends grace when possible, while at the same time, teaching students personal responsibility and integrity.
- Exhibits patience with students at all levels of maturity.

Daily Care and Nurture:

- Provides meals in the dorm home as scheduled during his or her shift.
- Serves after-school snacks.

- Trains students, through example and training, in the areas of personal grooming, etiquette, table manners and appropriate behavior.
- Supervises the dorm family table in the dining hall at dorm family meals.
- Checks student rooms for neatness, according to the instructions of the dorm parents.
- Handles minor disciplinary matters, communicating details to the dorm parents.
- Dispenses daily medicine to students, as needed. Provides basic first aid and consult with the school nurse for medical assistance, as needed.

Family Life:

- Maintains a homelike environment in the dorm area in which students feel comfortable on the dorm parents' day off.
- Maintains set disciplines for individual students, as established by the dorm parents and personal parents.
- Engages in special activities and interact with dorm students to build relationships.
- Ensures that the dorm facilities are left in good order at the end of each shift.

Communication:

- Actively seeks opportunities to interact with each dorm student. Allows the student the right to select others as their counselors. Shares only what must be shared and keep student confidences.
- Seeks to connect with students. Shows sensitivity to students' needs. Demonstrates good listening skills and an accepting, non-critical attitude towards others.
- Engages in communication with their students' teachers and counselors, as needed.
- Communicates regularly with the dorm parents and residence supervisors regarding student progress and issues. Uses discernment and wisdom in communicating with other adults regarding sensitive and/or confidential student concerns.
- Maintains clear communication with dorm parents in the shift change reports so that the dorm runs smoothly before, during and after the dorm parents' day off.

Community:

- Develops and maintains Christian unity with co-workers.
- Works with the dorm staff team to plan all-dorm activities and programs.
- Extends hospitality to visiting parents and friends.
- Fulfills other responsibilities, as assigned by the residence supervisor.

Reports To

The Residence Supervisors

Qualifications

Required qualifications of dorm assistants include the following:

- A personal and growing relationship with Jesus Christ;
- A calling by God to full-time Christian ministry and a commitment to residence life ministry;
- A willingness to subscribe to the school's doctrinal, mission and lifestyle statements and the values and philosophy of the residence life ministry;
- A post-secondary education/training;
- A proficient knowledge and use of the Word of God;
- Extensive experience working with children and/or youth;
- Satisfactory medical and psychological clearance.

Preferred qualifications of dorm parents include the following:

- Spiritually mature;
- Deeply committed to personal integrity;
- Nurturing;
- Love for kids, passion for discipleship and mentoring;
- Desire to mentor students according to biblical values (not legalistic);
- Ability to submit to authority;
- Good interpersonal skills;
- Team player, ability to work with a wide variety of people;
- High energy and hard-working;
- Self-motivated, willing to take initiative and work independently;
- Good conflict resolution skills;
- Ability to work under stress;
- Flexible and teachable;
- Hospitable;
- Strong desire to share one's life with others, to live transparently;
- Aware that community living limits personal privacy;
- Organized, yet an ability to live with ambiguity and changing circumstances;
- Basic computer literacy and technology skills;
- Desire and/or ability to live cross-culturally.

(Changes to this job profile must be submitted to the director for approval.)