



Summer Intensive Program STUDENT RESIDENT LIFE CHAPERONE JOB DESCRIPTION

Job Title: *Resident Life Chaperone*

Department: Ballet Austin Summer Intensive

Reports To: Bill Piner, Academy Director, Ballet Austin's Summer Intensive

Supervisor: Katelyn Yeary, Resident Life Manager

Ballet Austin Resident Life Chaperone compensation:

- **Compensation: \$3,000 - \$3,300 (commensurate with experience) for the 46 days of employment**
 - Includes one 24-hour day off weekly during 6-week Summer Intensive
- **Room: (private room) & board (all meals) provided**
 - Report to work at 9:00am on June 20, 2019 - Move into dormitory June 20, 2019
 - Move out of dormitory by 10:00am on Sunday, August 4, 2019

Position Summary:

Resident Life Chaperones are the primary caregivers (adult supervisors) for Summer Intensive students attending Ballet Austin's Summer Intensive program who reside in the dormitory. Chaperones reside in the dormitory with students, supervise students ages 11-17, monitor dormitory area for students 18 and older, accompany students on public transportation, drive students in vans, accompany students to appointments, and coordinate, carry out, and participate with students in evening and weekend recreational activities. Chaperones are responsible for the safety, health, and well-being of the students in their charge on a day-to-day basis. The comprehensive duties and responsibilities of each chaperone may be augmented and/or amended based upon the arising needs during the Summer Intensive.

Chaperones must be available at all times to carry out duties unless it is their scheduled day off. A chaperone has one 24-hour period off each week during the summer program.

Essential Job Functions:

1. Maintain a safe and secure resident life environment, and ensure students are properly supervised at all times.
2. Provide friendly and professional assistance to dormitory students.
3. Remain available and "on call" 24 hours a day when on duty.
4. Supervise and administer check-in/check-out policies for minor students (under 18 years old) staying in the dorm.
5. Supervise/accompany minor students to and from the dorm for summer classes Monday through Saturday, weekend activities, weeknight activities, and other activities as needed.
6. Assist the Dormitory Team Leader in creating, planning, organizing, and carrying out a schedule of weekend and weeknight extracurricular activities.
7. Carry out daily job responsibilities as assigned weekly. Includes but is not limited to accompanying (driving) students to medical appointments, transporting lunches between dorm and studio, dorm monitor, curfew and room checks, meals with students, student activities, etc.
8. Monitor and communicate health/medical and behavior problems to Resident Life Manager and/or nurse as they arise.

Qualifications:

- Must be 21 years of age or older at the time of employment
- Valid driver's license and driving experience (Must be able to drive a minivan - 7 passenger van)
- High School graduate - 1 year of college or post high school training preferred
- Prescreening to include criminal background check and driving record
- Own and be able to use personal cell phone during the program
- Experience working with youth (experience supervising students in a camp/dorm setting helpful)
- Must be able to submit health history and immunization record
- Chaperones must be physically able to meet the demands of spending long hours working on a daily basis, as well as the ability to participate with students in day to day activities

Knowledge, Skills, and Abilities:

- Previous experience with youth and ability to interact with all age levels in a professional and positive manner
- Upbeat and positive attitude
- Ability to act as a positive role model with students and build appropriate relationships
- Demonstrate maturity of judgment in working with students
 - Ability to lead and provide direction as needed with students
 - Nurturing, mature and responsible
 - Sense of humor
 - Patience
 - Set a good example with regard to conduct, language, and appropriate dress
- Must be able to manage unexpected situations with ease and with an open mind
- Good skills in communication, relationship development, and respect for diversity with both students and other chaperones
- Adhere to the Ballet Austin policies and procedures which would include **NO SMOKING, CONSUMPTION OF ALCOHOL, OR USE OF ILLEGAL DRUGS** while serving in the capacity of a chaperone

Training and Orientation

Chaperones participate in a mandatory two-day training and orientation (June 20 and 21, 2019) prior to the arrival of Summer Intensive students on June 22, 2019. This training, coordinated by the Academy Director and Resident Life Manager, provides skills in working with students, strategies, as well as general information and policies and procedures surrounding the Summer Intensive program. Training will also include information about Ballet Austin, The Ballet Austin Summer Intensive, and meetings with key staff members.

Chaperones are expected to attend all meetings and update sessions called by directors throughout the summer. Questions regarding scheduling should be directed to the Academy Director *prior to* interview/hiring process.

Ballet Austin is located at 501 W. 3rd St., Austin, Texas 78701.

Chaperones reside in The Callaway House dormitory, 505 West 22nd St, Austin, Texas 78705.



Ballet Austin's Summer Intensive 2019 General Information for Resident Life Chaperones

Ballet Austin's Summer Intensive dormitory students reside at The Callaway House, a private dormitory adjacent to the University of Texas campus. Chaperones are Ballet Austin employees who reside in the dormitory and supervise Ballet Austin students during the 6-week program. Chaperones are one of the most valuable assets to Ballet Austin's Summer Intensive residential program. They are supervisors, counselors, drivers, encouragers, leaders, and surrogate moms and dads away from home. Summer Intensive students attend Ballet Austin's Summer Intensive from up to 35 different states as well as other countries. For some students, this will be their first time away from home. Each summer 9 or 10 chaperones are hired to work the full 6 weeks (46 days) of the Summer Intensive program.

Guidelines: The following is provided so you will know what is expected of our chaperones and the commitment *before* applying. After applications are received and a complete criminal background check has been run, interviews will be scheduled with potential hires. A packet of more detailed information will be provided upon employment. In addition, a comprehensive two day training and orientation will be required at the start of the program. If hired, your training and orientation days are included in your pay.

Summer Intensive Dates*: Chaperone meetings at Ballet Austin – 9:00am on Thursday, June 20, 2019
Chaperones move into dormitory – Noon on Thursday, June 20, 2019
Students arrive Saturday, June 22, 2019
Students depart Saturday, August 3, 2019
Chaperones move out of dormitory on Sunday, August 4, 2019 (morning)

*Chaperones must be available for the full period of employment, June 20 – August 4, 2019

*Each Chaperone receives one day (24 hours) off each week. Days off will vary from week to week and will be assigned on the work schedule. Special requests for time off must be directed to the Resident Life Manager.

Chaperone Room and Board: Chaperones must reside at the dormitory except during their designated day off each week. (Chaperones may stay in the dorm during their off duty day if desired) Chaperones will be provided a private dormitory room with bathroom, as well as all meals during time of employment. Some chaperone rooms are adjoined by a common suites area. Chaperones will also have access to the pool, workout facilities and laundry within the dorm.

General Responsibilities: Students attend either a 3-week or 6-week Summer Intensive Session. The Ballet Austin Summer Intensive is an intense level of ballet training where students may train up to 7 hours each day Monday through Friday. For more detailed information about the Ballet Austin summer program, and to watch our videos, visit our website at: <https://balletaustin.org/academy/summer-intensive/senior-summer-intensive> Chaperones directly supervise students residing in the dormitory ranging in age from 11 to 17. In addition, students 18 and older reside in the dorm as non-minors. They do not require direct supervision, but Chaperones should be aware of their needs as well, and provide assistance as necessary. Each chaperone will be assigned a specific set of dorm rooms and group of SI students, **but chaperones are responsible for all the dormitory students.** Chaperones have assigned responsibilities each day, which may include, but will not be limited to: chaperoning students on city bus to and from the Ballet Austin studios, driving students in the program van or car, daytime dorm monitor, driving students to medical appointments, leading evening and weekend activities, and chaperoning excursions. Chaperones will have some free time during the day when students are in classes. However, unless a chaperone has a day off, he/she must always be on call to assist students and/or Ballet Austin staff.

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For Office Use Only

Date Application Received: _____
Chaperone Questionnaire completed _____
Background Check: _____
Photo attached: _____
Interview Date: _____



Ballet Austin Summer Intensive Resident Life Chaperone Questions

Before applying for this position please make sure that you have read all requirements for the job

Please fill out this questionnaire, Ballet Austin employment application, and the Background check verification form in their entirety. We also ask that you submit a headshot photo of yourself with the application.

The full application is due by March 20th, 2019.

First Name: _____ Last Name: _____

Date of Birth _____ Age at time of application _____

Applicant Contact Information:

Street Address _____ City _____ State _____ Zipcode _____

Cell Phone: _____ E-mail (please print clearly): _____

Facebook and/or Instagram: _____

Are you available to come to Ballet Austin for an in-person interview? _____
If unable to interview in person a phone or skype interview is required

Driver's License #: _____ State: _____

Current Employer or School: _____

Chaperone Specific Questions:

Please list your qualifications for this position, including what you believe is your greatest asset:

What do you believe is your greatest asset you would bring to Ballet Austin's Resident Life Program?

List experience as a camp counselor, teacher, or related position, and/or experience working with or around minors (Include dates and locations of experience – use back or another sheet if needed):

We are interested in any experience or skills you might bring to Ballet Austin's Summer Intensive (art, crafts, creative planning, music, recreation, photography, dance, etc):

Why do you want to work for Ballet Austin's Summer Intensive?

For Office Use Only

Date Background Check Run:



Background Verification Release Form

Ballet Austin does not discriminate against any person, or persons, based on age, race, color, gender, sexual orientation, religion, nationality or ethnicity.

BALLET AUSTIN INFORMATION

Form with fields: Date, Contact Name at Ballet Austin (Bill Piner), Ballet Austin's Main Phone Number (512.501.8704)

APPLICANT INFORMATION (to be completed by potential employees, volunteers, interns, etc.):

Form with fields: Applicant Full Name, Maiden or Other Name(s) Used, Current Address, City, State, Zip Code, County, Social Security Number, Date of Birth, Driver's License Number, State Issued, Position Applied For (Summer Intensive Chaperone), Gender, Race

I hereby authorize VERIFYI and or its Service Provider to request and receive any and all background information about or concerning me, including but not limited to my Criminal History, Social Security Number Trace including a consumer report under the Fair Credit Reporting Act, 15 U.S.C 1681, Driving Record, Employment History, Military Background, Civil Listings, Educational Background, Professional License from any Individual, Corporation, Partnership, Law Enforcement Agency, and other entities including my Present and Past Employers.

The criminal history, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct as committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history check may be repeated at any time. I understand that I will have an opportunity to review the criminal history as received by client/agency and a procedure is available for clarification, if I dispute the record as received. I also understand that the criminal history could contain information presumed to be expunged.

I further release and discharge VERIFYI and their Service Provider and all of their Subsidiaries, Affiliates, Officers, Employees, Contract Personnel, or Associates, from any and all claims and liability arising out of any request for information or records pursuant to this authorization, procurement of an investigative consumer report and understand that it may contain information about my character, general reputation, personal characteristics, and mode of living, whichever are applicable.

I understand that I have the right to make written request within a reasonable period of time to VERIFYI for additional information concerning the nature and scope of the investigation. I acknowledge that I have voluntarily provided the above information for employment/volunteer purposes, and I have carefully read and understand this authorization.

Applicant's Signature

Date

Applicant's Printed Name

EMPLOYMENT APPLICATION - BALLET AUSTIN, INC.

APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, COLOR, SEX, PREGNANCY, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY, GENETIC INFORMATION, VETERANCE STATUS, SEXUAL ORIENTATION, OR ANY OTHER STATUS PROTECTED BY LAW

PERSONAL INFORMATION

Name: (Last, First, Middle)		Please list any other names used in the last five years:	
Current Residence: Street Address / City / State / Country / Zip (Dates)			
Previous Residences (last five years): Street Address / City / State / Country / Zip (Dates)			
		Month/Year	Month/Year
		Month/Year	Month/Year
Phone Number:		Private E-mail Address:	
Cellular Number:	Fax Number:	Please tell us how you learned about the company:	

GENERAL INFORMATION

Have you ever been convicted of, pleaded guilty or nolo contendere to, otherwise been found guilty of, or received any form of deferred adjudication or disposition for, or are you currently being charged with, any crime (whether misdemeanor or felony) or other offense, excluding minor traffic and speeding violations and any expunged convictions? A "yes" response will not necessarily bar employment. <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please explain the nature of each offense, the date of each offense, the county in which the offense was or will be prosecuted, the ultimate outcome for each offense (e.g., guilty verdict, no lo contendere plea, etc.), and any sentence received for each offense.			
U.S. Military Service: <input type="checkbox"/> Yes	Branch and Rank:	<input type="checkbox"/> No	
Presently a member of the National Guard or Reserves: <input type="checkbox"/> Yes		<input type="checkbox"/> No	
Specialty _____	Date entered _____	Discharge Date _____	
Can you provide proof of your right to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are You Available for Full-Time Work? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Not, What Hours Can You Work?			
Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, employment is subject to verification of age			
Position Desired:		What are your salary requirements?	
Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Year _____ Location _____			
State names of relative and friends working for us			

EDUCATION AND TRAINING

Name of School (COMPLETE THE HIGHEST LEVEL[S] OF EDUCATION ATTAINED)	Location (City, State) and/or Campus	Degree or Years Completed
High School		
College(s)		
Graduate		
Other School(s) (trade, etc.)		

SPECIALIZED SKILLS AND KNOWLEDGE: List any achievements or activities that you consider relevant to your ability to perform the job for which you are applying, such as: patents or awards received, licenses held, computer languages or SW programs, foreign languages (proficiency), etc.

EMPLOYMENT HISTORY

May we contact your present employer? Yes _____ No _____

Have you ever been terminated or asked to resign from a position? Yes _____ No _____

Have you worked under any other names? What were they? _____

(LIST CURRENT OR MOST RECENT EMPLOYMENT FIRST.)

Name of Employer:	City / State
Immediate Supervisor and Phone Number	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title	From (mo/yr) To (mo/yr)
Job Responsibilities	
Compensation (Note base [yearly, monthly, hourly]; bonus; sales commission; stock)	
Reason for Leaving	

Name of Employer:	City / State
Immediate Supervisor and Phone #	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title	From (mo/yr) To (mo/yr)
Job Responsibilities	
Compensation (Note base [yearly, monthly, hourly]; bonus; sales commission; stock)	
Reason for Leaving	

Name of Employer:	City / State
Immediate Supervisor and Phone Number	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title	From (mo/yr) To (mo/yr)
Job Responsibilities	
Compensation (Note base [yearly, monthly, hourly]; bonus; sales commission; stock)	
Reason for Leaving	

REFERENCES:

PLEASE PROVIDE NAMES OF PEOPLE (NOT RELATED TO YOU) PREFERABLY A FORMER SUPERVISOR, COWORKER, ADVISOR, ETC. WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	RELATIONSHIP	PHONE NUMBER
1.		
2.		
3.		

I understand and acknowledge the following:

1. I authorize investigation of all statements contained in this application and any supporting documents. I authorize the Company to secure information about my experience from former employers, educational institutions, government agencies, or any references I have provided, and for those parties to provide information concerning my qualifications for employment, and I hereby release all parties from any liability arising from such investigation. I specifically authorize investigation of my motor vehicle record, criminal record, and consumer credit history.
2. If I am offered employment, I will, as a condition of employment, furnish proof of my identity, that I am over 18 years of age and my legal right to work in the United States.
3. I certify that the information I have provided in this application, in any resume given to the company, or in any other communication to the company is true and complete to the best of my knowledge. I understand that if I am employed, any false statement, misrepresentation, or omission on this application, any resume given to the company, or in any other communication to the company may result in my immediate dismissal, regardless of when discovered.
4. I agree that, if I am offered employment, I will be required to conform to the rules, policies, procedures, and standards of the Company, as they may be adopted or modified from time to time.
5. **I agree that any employment I may have with the company will be at-will and for no definite period, meaning the company and I will have the right to end the employment relationship at any time, for any or no reason, and with or without advance notice. I further understand and agree that no person other than the President and CEO of the company has the authority to alter the "at-will" nature of my employment and that any statement or assurance of anything other than at-will employment by any other person is not binding on the company. I further understand and agree that the President and CEO may not alter the at-will nature of my employment except by signing an agreement that specifically alters the at-will nature of my employment and is counter-signed by me.**
6. I represent and warrant that I am free to be employed by the company and that I have no obligations to any former employer or otherwise that would prevent me from being employed with the company. I further represent and agree that I have not and will not improperly disclose any confidential business information, trade secrets, or proprietary information belonging to any former employer or other party.
7. I understand I may be required to submit to a illegal substances screening test as a condition of employment. I further understand that if I refuse to submit to such a test or such a test shows any detectable amount of illegal substances, I may be disqualified from being considered for employment, in accordance with applicable law.

Signature	Date