



# ST. JOHN'S ACADEMY

## SHAWNIGAN LAKE

2371 Shawnigan Lake Road, V0R 2W5, Shawnigan Lake, BC  
250-220-4888, [info@stjohnsacademy.ca](mailto:info@stjohnsacademy.ca)

---

### **JOB DESCRIPTION**

At St. John's Academy Shawnigan Lake, every employee is an active learner committed to personal improvement through meaningful collaboration with professional learning communities, for the explicit purpose of supporting holistic student development as described in SJA's mission and values. St. John's Academy, a secular school located on acres of pristine forest by the lake and at the base of Mount Baldy, provides an innovative approach to education for day students and boarding students. This ideal location provides opportunities for outdoor learning and activities that complement both the Academic and Boarding programs. As well, social-emotional learning is part of our Positive Discipline approach to teaching self-awareness, resiliency, and responsibility.

### **POSITION DESCRIPTION**

**Title:** Boarding Intern (live on campus)

**Start date:** August 2022

**Reports to:** Director of Boarding

**Collaborates with:** Dorm staff and academic staff

**Wage:** Weekly Dorm Stipend; room and board, hourly payment for class coverage

**Summary:** A Boarding Intern is a leader and a learner within the scope of student care, responsible for the health and well-being of boarding students and coverage of classes when urgently required during the academic day. In the dorms, Boarding Interns will mentor and supervise students, primarily at the end of the academic day and on weekends, participating in programs and activities for the Boarding Program, and ensuring that the dorms are a safe, stable and happy environment for the entire community. Boarding Interns work a full-time work week in conjunction with other staff, which requires afternoons, evenings, School Pro-D days, Statutory holidays and some weekends.

### **DAILY RESPONSIBILITIES**

- Working with, and being mentored by, talented educators
- Connecting and collaborating with boarding and academic departments
- Helping oversee students, ensuring the follow through of rules, regulations, and daily routine
- Maintaining a caring, safe, clean, and respectful atmosphere
- Supervising activities both on and off campus

- Provide support for students and maintain empathy for the social and emotional issues adolescents may face in a boarding school setting
- Classroom teacher substitute in urgent situations when a TOC is unavailable

## **EDUCATION, EXPERIENCE AND SKILLS**

- Experience working in a boarding program preferred
- Experience in education and/or pre-education candidates preferred
- Knowledge of the social and emotional health issues for adolescents
- Evaluation strategies for situational needs
- Knowledge of, and experience with, international cultures and Indigenous worldviews
- Excellent interpersonal, written and oral communication skills
- Respect, dignity and inclusion for all members of the community
- Collaborative mind-set and courageous approach to adversity
- Ability to be flexible and adaptable
- Proven work ethic with utmost integrity
- Enthusiasm, eagerness and genuine interest in all aspects of the school's success
- Ability to deal with people, and in particular, adolescents, sensitively, empathetically, tactfully, consistently and professionally at all times
- First Aid is an asset
- All new employees must provide a clean drivers abstract
- All new employees are to clear a Criminal Record Review

### **Benefits:**

- Extended health care
- Vision and Dental care
- Life insurance

## **HOW TO APPLY**

### **Applicants are to provide:**

- One-page maximum cover letter
- CV / resume
- Three (3) references
- Verification of qualifications (post-secondary degree and/ or other relevant qualifications)

Send application package to [careers@stjohnsacademy.ca](mailto:careers@stjohnsacademy.ca)



# ST. JOHN'S ACADEMY

## SHAWNIGAN LAKE

2371 Shawnigan Lake Road, V0R 2W5, Shawnigan Lake, BC  
250-220-4888, [info@stjohnsacademy.ca](mailto:info@stjohnsacademy.ca)

**Job posted:** April 14, 2022  
**Closing date:** June 1, 2022

**Job Type:** Full-time, live on campus

Applicants are encouraged to apply early, as the school reserves the right to appoint before the closing date. We thank all applicants for their time and will only contact selected candidates.