



# 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)

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### **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 Shawnigan Lake, 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:** Assistant Dorm Parent (live on campus)

**Start date:** Immediate (for medical coverage)

**Reports to:** Director of Boarding

**Collaborates with:** Dorm staff, academic staff, maintenance and transportation staff, medical staff, and students

**Wage:** Remuneration based on experience; Extended Health plan; room and board

**Summary:** A Dorm Parent is a role model and a leader within the scope of the non-academic care, responsible for the health and well-being of boarding students. Dorm Parents 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. A Dorm Parent works a full-time work week in conjunction with other dorm parent staff, which requires you to work afternoons, evenings, School Pro-D days, Statutory holidays and some weekends.

## **DAILY RESPONSIBILITIES**

- Oversee students, ensuring the follow through of rules, regulations, and daily routines
- Maintain a caring, safe, clean, and respectful atmosphere
- Supervise activities both on and off campus
- Help foster healthy roommate and dormmate relationships
- Provide leadership and mentoring to students, engaging in activities and ensuring individual needs, strengths and talents are developed
- Provide support for students and maintain empathy for the social and emotional issues adolescents may face in a boarding school setting

## **EDUCATION, EXPERIENCE AND SKILLS**

- Experience working in a boarding program preferred
- Experience in youth leadership 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
- English language skills
- Excellent interpersonal, written and oral communication skills
- Ability to establish priorities, organize, schedule and solve problems and tasks
- Ability to deal with people, and in particular, adolescents, sensitively, empathetically, tactfully, consistently and professionally at all times
- Ability to be flexible and adaptable
- Proven work ethic with enthusiasm, eagerness and genuine interest in all aspects of the school's success
- First Aid is an asset
- A Class 5 Driver's license required, Class 4 Driver's license may be beneficial
- 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



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### 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)

**Job posted:** March 20, 2023

**Closing date:** Once filled

**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.