

Wellesley A Better Chance Is Seeking a Resident Director

POSTING: WELLESLEY A BETTER CHANCE RESIDENT DIRECTOR

Wellesley A Better Chance (“Wellesley ABC”) is seeking an experienced Resident Director to nurture and support six academically talented and promising young women of color who reside in the Wellesley ABC House while attending Wellesley High School.

Candidates are being sought for the Resident Director position beginning immediately. Interested applicants should send a cover letter and resume to **wellesleymaabc@gmail.com**. Consideration of candidates will begin immediately and continue until the position is filled.

Compensation includes room and board at the Wellesley ABC house, as well as a monthly stipend during the academic school year. (Note: If the contract is renewed, the Resident Director may live in the Wellesley ABC during the summer months, as well.) Work outside of this role is permitted.

Position Overview

The Resident Director(s) (RD) is an in-house professional who plays a critical role in the ABC experience. This role may be served by either a single person and/or a couple with or without children. The RD(s) must be committed to providing the scholars with the tools needed for personal growth in the ABC program and for creating a sense of community in the ABC house. In addition to providing the ABC scholars with a safe, supportive and tolerant home-like atmosphere in which to live, learn and excel, the RD(s) works closely with the ABC Board of Directors, parents, teachers, guidance counselors, and the general Wellesley community. The RD(s) reports directly to the ABC Board of Directors.

Major Responsibilities

- Residing in the Wellesley ABC house during the academic year
- Being on duty evenings and 2-3 weekends per month during the academic year
- Supervising and supporting ABC scholars and overseeing their well-being by building trusting relationships, creating a family-like environment, supporting and celebrating the scholar’s diverse backgrounds, cultures and lifestyles, and developing a culture within the house that aligns with the values of Wellesley ABC.
- Supervising support staff which includes a resident tutor, cook and cleaning staff.
- Overseeing day-to-day operations of the house, as well as performing basic house maintenance, such as watering the plants, changing light bulbs, trash management, etc.
- Being in communication with the Wellesley ABC Board of Directors, students and parents regarding all relevant information necessary to the overall management of the program and the educational, physical and emotional well-being of the scholars.

JOB DESCRIPTION

Responsibilities of the Resident Director

The Resident Director (RD) is expected to maintain residence in the Wellesley ABC house throughout the school year, including weekends. Should the RD's contract be renewed for another year, the RD may, but is not required to, live at the ABC House while the scholars are home for the summer.

- Note: When scholars return home to their families during school year vacations set by Wellesley High School, the RD does not have to stay at the house.

Supervision Guidelines

The RD is responsible for the educational, physical and emotional safety and well-being of all scholars enrolled in the Wellesley ABC program. She will provide the supervision that is promised to, and expected by, the parents/guardians of the scholars, as well as the ABC Board. She is responsible for the supervision of the scholars before they go to school, after school, and on weekends. The RD will create a home-like atmosphere in the house, and will also be responsible for scheduling bonding activities and attending nightly house dinners. The RD is responsible for knowing where the scholars are at all times.

The RD, with the assistance of the Resident Tutor, is responsible for monitoring the social and academic progress of the scholars; being aware of all activities the scholars are involved in both inside and outside of school; and keeping files on the scholars in her care. She must be available to be contacted at all times.

The RD is entitled to privacy in her living quarters, but should be available to the students and aware of their activities in the house.

The RD should know if a scholar is staying home from school due to illness. When a scholar stays home, the RD will contact the school and write the appropriate absentee note. Also, the RD will notify the parents/guardian when a scholar misses school due to illness and call parents/guardian if the illness is severe enough to require a doctor's visit. Scholars who are sent home sick from school will be monitored by the RD who may call Student Affairs, Academic Advisors or Host Families to assist. If the scholar is actively ill, an adult must be present in the ABC house. A scholar with a minor illness can be left alone as long as she has an adult whom she may contact if needed. The RD is always the scholar's point of contact in case of any emergency that arises regarding the scholars. Understanding that scholars are usually minors, the RD will make sure that medications are taken as prescribed.

The RD is the primary administrator of all house rules, and as such, provides the structure and discipline in the program as outlined in the ABC Student Handbook. The RD needs to understand that in "family life" at the house there must be a certain degree of flexibility. A scholar's academic workload and mental/emotional needs must be taken into account and extensions granted when necessary for study periods and curfews, and scholar's chores, during certain times, should not present an unnecessary burden. If, and when, an unusual or

particularly serious problem arises, the RD will consult with the VPs of Student Affairs and/or the co-Presidents of Wellesley ABC.

The RD should be aware of the friends, both male and female, with whom the scholars are associating. If the scholars are asked out on a date or asked to go out with friends, the RD will make sure that she understands where the scholar is going, with whom, how she is getting there, when and how she will return, and what adult supervision will be available. If there are any concerns about the arrangements, the RD may voice these concerns with the scholar and discuss more acceptable alternatives with her. If acceptable alternatives are not found, the RD has the discretion to cancel plans.

Forming Relationships with the Students

It should be the goal of the RD to form healthy, trusting relationships with the scholars by becoming involved in their lives, as well as by enjoying “down time” with the scholars, such as: watching tv, going to the mall, and out to dinner. The RD is encouraged, when possible, to attend student performances, games, award ceremonies, etc.. as an opportunity to bond with students, share in their achievements, and develop an awareness of how to better guide and advise scholars in the program.

The RD should initiate contact on a regular basis with the scholars and become personally acquainted with each of them.

The RD should be available to and work with scholars who have concerns and problems; provide empathy, understanding, options and choices to aid decision making and the reaching of a solution.

The RD, with support from Student Affairs, will organize and participate in at least 4 group activities a year with the scholars.

The RD should fully support and embrace the scholars’ various backgrounds, cultures, and gender identities.

Organizational Guidelines

The RD is required to attend family dinners at least 5 nights per week. The Resident Tutor will be responsible for attending family dinners at least 2 nights per week (to be scheduled with the RD to ensure that either the Resident Tutor or RD is attending dinners every night per week).

The RD should schedule and be present at weekly house meetings with the scholars. These meetings may be conducted in whatever format the RD chooses: open meetings, meetings with invited guests, meetings that discuss only one issue or particular interest, meetings run on a rotational basis by scholars, etc. If the situation requires, an emergency meeting can be held at the discretion of the RD.

The RD will share the responsibility of supervising the scholars on the weekends when the scholars are not scheduled to be at their Host Families with the Resident Tutor. The Resident Tutor is responsible for covering one weekend a month and the RD two weekends. They will develop a schedule to mutual satisfaction and share it with the co-Presidents and the scholars. Should Host Family weekends be cancelled

due to Covid-19 or other circumstance, the RD and the Resident Tutor will either split time off during that weekend and/or alternate coverage of Host Family weekends as needed.

The RD will support the ABC Driving Coordinator in arranging rides and transportation for the scholars.

The RD will attend meetings with the VPs of Student Affairs as needed.

The RD will keep a journal of house activities and incidents to provide documentation of house issues.

The RD will keep written files on each scholar and update the VPs of Student Affairs at least once a month by providing a written update via email about household issues or concerns regarding scholars, and as needed with the VP of Academic Affairs.

The RD will meet weekly with the Resident Tutor to keep each other informed about individual and house concerns.

The RD will stay in contact at least once a month (and more if needed), either by phone or email, with the scholar's parents/guardian to discuss a particular scholar's academic and social progress, life in the house, well-being, and/or to obtain permission for a certain activity.

The RD will prepare a monthly Resident Director Report to be emailed to the co-Presidents.

The RD will support Wellesley ABC Board initiatives and cooperate with Board members to execute those initiatives. (ie: Open Circle, Alumnae mentoring, graciously accepting donations in kind, etc...)

Operations

Representing Wellesley ABC in the Wellesley community, including participating in fundraising, marketing, recruiting and other special events as requested by the ABC Board.

Maintaining the budget for the ABC House with the help of the ABC Treasurer, Bookkeeper and VPs of Student Affairs.

Tracking and reporting household expenses to the Treasurer

Distributing weekly allowances to the scholars

Supervising the Resident Tutor with the support of the VP of Academic Affairs

Providing oversight of Study Hall one night a week, and, assuming no conflicting prior commitment, any other night the Resident Tutor is unavailable to provide coverage

Supervising the Cook each week, including: preparing shopping lists, arranging for payment of groceries and assisting with menu planning

Working with the Driving Coordinator to arrange for scholars' travel tickets, weekday and weekend transportation

Supervising and procuring the maintenance and daily care of the house through the Maintenance Committee

Supervising household chores and cleaning staff

Assisting with the cleaning and basic general maintenance of the ABC House, including, but not limited to: watering the plants inside and outside, changing light bulbs and air filters, taking out the garbage, etc.

Supporting community engagement efforts by hosting guests at the ABC House twice per month and joining in neighborhoods events whenever possible

Meeting individually with each scholar once a month to check in on their educational, physical and mental well-being

Eating dinner with the scholars at least five nights a week at 6:00 pm

Assisting with cooking on the weekends

Requirements for Resident Director

- Education/Experience: Bachelor's Degree (or Associate's Degree, actively working towards a Bachelor's Degree) OR 10 years equivalent experience working with children and/or raising children of one's own
- Experience working with youth and/or raising children of one's own
- Commitment to understanding and endorsing the mission, goals and culture of National ABC with a particular interest in excellence and equity in education
- A general understanding of the broad issues facing educational systems and specific issues facing students of color
- Flexibility in work hours, as late evenings and weekends are a requirement of the position
- A general fondness for working with children, including kindness, acceptance, tolerance and empathy
- Demonstrated experience in listening, anticipating and responding to the needs of students of diverse social, cultural, economic and educational backgrounds
- Demonstrated ability to resolve conflicts and defuse emotionally charged situations through negotiations and effective communication
- Effective oral and written communication skills, using tact and diplomacy with the scholars, their teachers, counselors and the community at large
- Strong interpersonal skills
- Commitment to addressing issues of diversity and belonging (including, but not limited to, race and gender identity)
- Possession of a valid Massachusetts driver's licence and insurance with a clean driver's record, and a willingness to occasionally provide transportation for the scholars
- Successful passing of a State of Massachusetts background check.

Preferred Qualifications

- At least 3-5 years experience working directly with students
- Residential experience with students (which includes raising one's own children)
- Working knowledge of public schools and their operations
- Demonstrated working relationships with school/college officials, parents and students
- A problem solver and self-starter with common sense and mature judgement
- A good listener and evaluator of information, particularly when dealing with adolescents and teenagers
- A commitment to promoting diversity
- Ability to maintain a high level of professionalism and confidentiality
- Prior experience in education, social work and/or counseling