

## SUMMER INTENSIVE DORM DIRECTOR

The Dorm Director is responsible for the daily operations, leadership, supervision, and oversight of the students living in the Residence Hall at the Kansas City Art Institute (KCAI) during the Kansas City Ballet Summer Intensive. The Dorm Director serves as the leader and manager of the Resident Assistants during the Summer Intensive. The primary goal of the Dorm Director is to create a safe, supportive, and engaging residential community for the Summer Intensive students.

Accommodations: Kansas City Art Institute

Dorm Staff: 1 Dorm Director | 5 Resident Assistants (age 20-24)

### **JOB RESPONSIBILITIES INCLUDE:**

- Student Support: Providing support and guidance to students, addressing their concerns, and helping to create a positive and inclusive living environment. Serve as the main point of contact for students and families while staying in the Residence Hall.
- Administrative Tasks: Managing administrative duties like room assignments, key distribution, and maintaining accurate records of residents.
- Safety and Security: Ensuring the safety and security of residents by enforcing campus policies, conducting safety drills, and responding to emergencies. Implement emergency procedures and provide transportation as needed in case of injury.
- Community Building: Establishing relationships, organizing, and promoting community-building activities and programs within the dorm to foster a sense of belonging and cooperation among students.
- Conflict Resolution: Mediating conflicts between residents and addressing disciplinary issues when necessary.
- Facilities Management: Overseeing the maintenance and cleanliness of the dormitory, reporting maintenance issues, and coordinating repairs.
- On-Call Duties: Being on-call during evenings and weekends to respond to emergencies or urgent situations.
- Supervision: Training, managing, and delegating supervisory duties to Resident Assistants (RAs) of the Summer Intensive program. Supervising on and off campus student activities for the purposes of providing safety and security to the Summer Intensive students.
- Collaborative Efforts: Collaborating with other campus students to provide resources and support to residents. Serve as the main point of contact for KCAI staff (dining, residence, and administrative) during the Summer Intensive. Work collaboratively with all dorm staff to create a healthy and safe environment for students while staying at the Residence Hall.
- Reporting and Documentation: Keeping records and reporting on dormitory activities, incidents, and student concerns to higher-level administration.

### **SCHEDULE:**

Summer Intensive Dates: June 17 – July 20, 2024 | Staff Move-in Date: June 13, 2024

Hours: Flexible, with 24 hours oversight

#### Sample Schedule:

- 7:00 AM - 8:15 AM: All on Breakfast Duty (rotate through as needed while also getting ready for the day)
- 8:15 AM: All assist with loading busses to go to Bolender Center
- 8:30 AM - 9:00 AM: Check in with Bolender Center Staff
- 9:00 AM - 12:00 PM: Check in with KCB Staff and discuss any issues as needed
- 12:00 PM - 5:00 PM: Off duty
- 5:15 PM: All assist with loading busses to go to KCAI
- 5:45 PM - 6:45 PM: All on Dinner Duty (rotate through as needed while also preparing for evening duties)
- The Dorm Director is off in the evening hours after dinner but is to remain available to both students and Resident Assistants
- If the Dorm Director is needed during the evenings, these hours are to be tracked in Paylocity.

The Dorm Director is allowed one night off (TBD during training) during the intensive to be off campus and is responsible for establishing a schedule for Resident Assistants nights off. Nights off begin once students have returned to KCAI for dinner. Please note that on the night off, the Dorm Director is to return by the time listed for students to be back on their floor.

#### **PAY:**

\$16 per hour

The Dorm Director position is a temporary position during the Kansas City Ballet Summer Intensive time period starting June 13, 2024 and ending on July 20, 2024. The position is considered part-time, non-exempt and is eligible for overtime pay exceeding 40 hours per week. Based on the schedule established above, there are approximately 16-20 hours of anticipated overtime hours per week. The Dorm Director is expected to be available as needed beyond scheduled hours as required and compensated accordingly for these additional hours at time and a half the normal pay rate. All hours shall be recorded and paid through Kansas City Ballet's paylocity payroll system.

Additionally, this position is required to live in the dorms during the Summer Intensive. Room and board are provided by Kansas City Ballet at no additional cost. As a benefit of the position, the director is invited to participate in the Summer Intensive morning classes only (technique and pointe) as the work schedule and space availability allows. Any mileage incurred on a personal vehicle for Summer Intensive related activities shall be reimbursed by Kansas City Ballet at the 2024 federal standard mileage rate.

#### **TO APPLY:**

Please send your resume and cover letter to [summerintensive@kcballet.org](mailto:summerintensive@kcballet.org) to the attention of Monica Cameron, School Operations Manager. Applications will be accepted until the position is filled. Please include "Summer Intensive Dorm Director" in the subject line. Kansas City Ballet is an equal opportunity employer committed to creating and sustaining a culture that values diversity, inclusion, equity and belonging. It is highly recommended that applications are submitted as soon as possible.