

## SUMMER INTENSIVE RESIDENT ASSISTANT

A Resident Assistant (RA) plays a vital role in supporting Kansas City Ballet Summer Intensive students while living in the Residence Hall at the Kansas City Art Institute (KCAI) during the Summer Intensive. The RA's primary goal is to create a supportive and engaging living community, assist in maintaining safety and security, and serve as a role model for the Summer Intensive students.

Accommodations: Kansas City Art Institute

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

### **JOB RESPONSIBILITIES INCLUDE:**

- Peer Support: Providing peer support and guidance to residents, serving as a resource for their personal, emotional, and social needs.
- Community Building: Organizing and leading community-building activities, programs, and events to promote a positive and inclusive living environment.
- Safety and Security: Assisting in maintaining a safe and secure living environment by enforcing campus policies, conducting safety inspections, and responding to emergencies. Assist with the supervisory duties of any on or off-campus activities.
- Conflict Resolution: Mediating conflicts among residents, addressing issues, and referring more significant concerns to the Dorm Director.
- Programming: Planning and facilitating educational and social programs that promote residents' personal and academic development. Assist the supervision of lunch duties at the Bolender Center Monday – Saturday during class times and KCAI dormitory meal duties.
- Duty Rotations: Participating in on-call duty rotations, which may include evenings and weekends, to respond to emergencies and provide support during non-business hours.
- Relationship Building: Building positive relationships with residents, being accessible, and promoting a sense of community and belonging. Work collaboratively with all Dorm Staff to create a healthy and safe environment.
- Information and Resource Sharing: Disseminating important information, resources, and campus updates to residents.
- Reporting and Documentation: Keeping records of incidents, concerns, and activities within the dormitory, and reporting them to the Dorm Director or higher-level staff.
- Training and Development: Participating in training sessions and ongoing professional development to enhance skills and knowledge related to the role.

### **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 School Staff
- 9:00 AM - 12:00 PM: Off duty (may take technique and pointe classes)
- 12:00 PM - 2:00 PM: Lunch duty
- 2:00 PM - 3:30 PM: Break
- 3:30 PM - 5:00 PM: Meet together with Bolender Center School Staff and Dorm Director to see if there are any tasks to handle or issues to address
- 5:15 PM: All assist with loading busses to go to KCAI
- 5:45 PM - 6:45 PM: All on dormitory meal duty (rotate through as needed while also preparing for evening duties)
- If not scheduled in the lobby, RAs are on their floors available to students.

RAs get one night off (TBD by Dorm Director) during the intensive to be off campus. Nights off begin once students have returned to KCAI for dinner. Please note that on nights off, RAs are to return by the time listed for students to be back on their floor.

#### **PAY:**

\$12.30 per hour

The Resident Assistant 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 Resident Assistant 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 Resident Assistant 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 Resident Assistant" 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.