



NON-TEACHING DORM SUPERVISOR JOB DESCRIPTION

Reports to: Executive Director, Operations Director or designee

Summary: Supervise the physical, social, and mental well-being of the students assigned to a girls or boys dormitory. Be knowledgeable of Occupational Safety and Health Administration and American Camping Association Guidelines and follow those standards to the best of MOS abilities.

Employment

Status: Part-time, paid stipend

Duties and Responsibilities:

1. The work schedule varies from week to week and will be determined by the Operations Director, Executive Director or designee.
2. Employee understands that work hours are scheduled on an “as needed basis” and that there is no minimum guarantee of work hours per week. This job description is not intended to, and does not, create any contractual obligations. Mohican Outdoor School reserves the right to terminate the employee with or without cause, regardless of compliance (or lack thereof) with the terms of this job description.
3. Arrive by 8:30 each night.
4. Escort students from the dining room to the dorm after classes.
5. Engage in quiet activities with students until lights out.
6. Be in, and remain in, the dorm at night supervising students as assigned
7. Wake students at designated time and supervise until 8:00 a.m.
8. Know the philosophy, objectives and procedures of Mohican Outdoor School well enough to serve as a representative of Mohican Outdoor School at all times.
9. Show a willingness to pursue and accept added responsibility and perform other reasonably assigned duties, adopting the philosophy of “all crew, no passengers”.
10. Must be able to pass a pre-employment drug screen and background check

Experience: None required but any leadership experience with children will be considered valuable.

Education: High School Diploma or equivalent
First Aid/CPR preferred but will train

General: A high moral standard shall be maintained when in contact with the students of Mohican Outdoor School. The person shall be a good example to the students at Mohican and not be engaged in any activity at Mohican or in the communities served by Mohican which could be perceived as being detrimental.

Signature of Employee or Prospective Employee

Date

Mohican School in the Out-of-Doors, Inc. is an equal opportunity provider and employer.