



## **Summer Intensive Program CHAPERONE JOB DESCRIPTION**

**Job Title:** *Summer Intensive Student Chaperone*

**Department:** Ballet Austin Academy Summer Intensive

**Reports To:** Vicki Parsons, Summer Intensive Coordinator

**Supervisor:** Vicki Parsons and Resident Life Coordinator

### **Ballet Austin Chaperone compensation:**

- **Compensation:** \$2,800 - \$3,300 (commensurate with experience) for the 46 days of employment
  - Includes one 24-hour day off weekly
- **Cell Phone reimbursement for personal cell phone use:** \$75.00 flat fee
- **Room: (private room) & board (all meals) provided**
  - Move into dorm June 19, 2014
  - Move out of dorm 10:00am August 3, 2014

### **Position Summary:**

Chaperones are the primary caregivers (adult supervisors) for Summer Intensive students attending Ballet Austin's summer program who reside in the dormitory. Chaperones reside in the dormitory and supervise students ages 11-17, monitor dorm halls for students ages 11-22, accompany students on public transportation, drive students in vans, accompany students to appointments, and coordinate, carry out, and participate with students in evening and weekend recreational activities. Chaperones are responsible for the safety, health, and well-being of the students in their charge on a day-to-day basis. The comprehensive duties and responsibilities of each chaperone may be augmented and/or amended based upon the arising needs during the Summer Intensive.

Chaperones must be available at all times to carry out their duties unless it is their day off. A chaperone has one 24-hour period off each week during the summer program.

### **Essential Job Functions:**

1. Ensure students are properly supervised at all times.
2. Provide friendly and professional assistance to dormitory students, maintaining a safe and secure environment.
3. Remain available and "on call" 24 hours a day when on duty.
4. Supervise and administer check-in/check-out policies for minor students (under 18 years old) staying in the dorm.
5. Supervise/accompany minor students to and from the dorm for summer classes Monday through Saturday, weekend activities, weeknight activities, and other activities as needed.
6. Assist the Dormitory Manager in creating, organizing, and carrying out a schedule of weekend and weeknight extracurricular activities.
7. Carry out daily job responsibilities as assigned weekly. Includes but is not limited to accompanying students to medical appointments, transporting lunches between dorm and studio, dorm monitor, curfew and room checks, meals with students, etc.
8. Monitor and communicate to Resident Life Coordinator and Ballet Austin program directors and nurse any health/medical and behavior problems as they arise.

## **Qualifications:**

- Must be 21 years of age or older at the time of application
- High School graduate - 1 year of college preferred
- Valid driver's license and driving experience
- Prescreening to include criminal background check and driving record
- Must be able to drive a minivan (7 passenger van)
- Own and be able to use personal cell phone
- Previous experience supervising students in a camp/dorm setting helpful
- Must be able to submit health history and immunization record
- Chaperones must be physically able to meet the demands of spending long hours working on a daily basis, as well as the ability to participate with students in day to day activities

## **Knowledge, Skills, and Abilities:**

- Previous experience with youth and ability to interact with all age levels in a professional and positive manner
- Ability to act as a positive role model with students and build appropriate relationships
- Demonstrate maturity of judgment in working with students
  - Ability to lead and provide direction as needed with students
  - Nurturing and patient, mature and responsible
  - Sense of humor
  - Patience
  - Set a good example with regard to conduct, language, and appropriate dress
- Must be able to manage unexpected situations with ease and with an open mind
- Good skills in communication, relationship development, and respect for diversity with both students and other chaperones
- Adhere to the Ballet Austin policies and procedures which would include **NO SMOKING, CONSUMPTION OF ALCOHOL, OR USE OF ILLEGAL DRUGS** while serving in the capacity of a chaperone

## **Training and Orientation**

Chaperones participate in a mandatory two-day training and orientation prior to the beginning of Summer Intensive for students. This training, coordinated by Summer Intensive Coordinator, provides skills in working with students, strategies, as well as general information and policies and procedures surrounding the Summer Intensive program. Training will also include information about Ballet Austin , The Ballet Austin Summer Intensive, and meetings with key staff members.

Chaperones are expected to attend all meetings and update sessions called by directors throughout the summer.

Ballet Austin is located at 501 W. 3<sup>rd</sup> St., Austin, Texas 78701. Chaperones reside in The Castilian Dormitory, 2323 San Antonio St, Austin, Texas 78705



## **Ballet Austin's Summer Intensive 2014 General Information for Dormitory Chaperones**

Ballet Austin's Summer Intensive dormitory students reside at The Castilian, a private dormitory adjacent to the University of Texas campus. Chaperones are Ballet Austin employees, residing in the dormitory during the 6-week program. Chaperones are one of the most valuable assets to Ballet Austin's Summer Intensive residential program. They are supervisors, counselors, drivers, encouragers, leaders, and surrogate moms and dads away from home. Summer Intensive students attend Ballet Austin's Summer Intensive from up to 35 different states as well as other countries. For some students, this will be their first time away from home. Each summer about 9 chaperones are hired to work the full 6 weeks (46 days) of the Summer Intensive program. One Chaperone will be hired as Lead Chaperone – *The Resident Life Coordinator*.

**Guidelines:** The following is provided so you will know what is expected of our chaperones and the commitment *before* applying. After applications are received and a complete criminal background check has been run, interviews will be scheduled with potential hires. A packet of more detailed information will be provided upon employment. In addition, a comprehensive two day training and orientation will be required at the start of the program. If hired, your training and orientation days are included in your pay.

**Summer Intensive Dates\*:**

- Chaperone meetings at Ballet Austin – 9:00am on Thursday, June 19, 2014
- Chaperones move into dormitory – Noon on Thursday, June 19, 2014
- Students arrive Saturday, June 21, 2014
- Students depart Saturday, August 2, 2014
- Chaperones move out of dormitory on Sunday, August 3, 2014 (morning)

\*Chaperones must be available for the full period of employment, June 19 – August 3, 2014

\*Each Chaperone receives one day (24 hours) off each week. Days off will vary from week to week and will be assigned on the work schedule. (Special requests for a specific day off must be directed to the Summer Intensive Coordinator)

**Chaperone Room and Board:** Chaperones must reside at the dormitory except during their designated day off each week. (Chaperones may stay in the dorm during their off duty day if desired) Chaperones will be provided a private dormitory room with bathroom, as well as all meals during time of employment. Some chaperone rooms are adjoined. Chaperones will also have access to the pool, workout facilities and laundry within the dorm.

**General Responsibilities:** Students attend either a 3-week or 6-week Summer Intensive Session. The Ballet Austin Summer Intensive is an intense level of ballet training where students may train up to 7 hours each day Monday through Friday. For more detailed information about the Ballet Austin summer program, and to watch our videos, visit our website at: <http://www.balletaustin.org/academy/senior.php> Chaperones directly supervise students residing in the dormitory ranging in age from 11 to 17. In addition, students 18 to 22 reside in the dorm but as non-minors do not require direct supervision. Chaperones should be aware of their needs as well, and provide assistance as necessary. Each chaperone will be assigned a specific set of dorm rooms and group of SI students, **but chaperones are responsible for all the dormitory students**. Chaperones have assigned responsibilities each day, which may include, but will not be limited to: chaperoning students on city bus to and from the Ballet Austin studios, driving students in the van, daytime dorm monitor, driving students to medical appointments, leading evening and weekend activities, and chaperoning excursions. Chaperones will have some free time during the day when students are in classes. However, unless a chaperone has a day off, he/she must always be on call to assist students and/or Ballet Austin staff.

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<b>For Office Use Only</b>
Date Application Received _____
Interview Date _____

**Summer Intensive Dormitory Chaperone Application 2014**

Before applying for this position please make sure that you have read all requirements for the job.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ MI \_\_\_\_\_

Gender: \_\_\_ F \_\_\_ M Date of Birth \_\_\_\_\_ Age at time of application \_\_\_\_\_

**Applicant Contact Information:**

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Are you available to come to Ballet Austin for an in-person interview? \_\_\_\_\_

If unable to interview in person a phone or skype interview is possible.

E-mail (please print clearly): \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Current Employer or School: \_\_\_\_\_

**Name, phone number, and email of person we may contact at your current place of employment or school (additional references may be required if considered a finalist for the position):**

Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Please list your qualifications for this position:**

\_\_\_\_\_

\_\_\_\_\_

**Experience as a camp counselor, teacher, or related employment or experience involving work with or around minors (Include dates and locations of experience):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**We are interested in any experience or skills you might bring to Ballet Austin's Summer Intensive (art, crafts, creative planning, music, recreation, photography, dance, etc):**

\_\_\_\_\_

\_\_\_\_\_

**Why do you want to work for Ballet Austin's Summer Intensive?**

\_\_\_\_\_

\_\_\_\_\_

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**NOTE:**

**A Criminal Records Check will be conducted on each potential applicant. The background Verification Release Form is attached. Please complete the Verification Release Form and return it with this application.**

**Applicant may be disqualified and prohibited from working for Ballet Austin if information on application is proven to be false information.**

**Please answer the following:**

Have you ever been convicted of, pleaded guilty or nolo contendere to, otherwise been found guilty of, or received any form of deferred adjudication or disposition for, or are you currently being charged with, any felony crime, excluding any expunged conviction? A “yes” response will not necessarily bar employment.

Yes  No

If yes, please explain the nature of each offense, the date of each offense, the county in which the offense was or will be prosecuted, the ultimate outcome for each offense (e.g., guilty verdict, no lo contendere plea, etc.), and any sentence received for each offense.

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**The Executive Director or Artistic Director shall have final decision on all personnel matters.**

**Ballet Austin does not discriminate against any person, or persons, based on age, race, color, gender, sexual orientation, religion, nationality or ethnicity.**

**I verify that all information included in this application is true and complete.**

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**Signature of Applicant**

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**Date**

**Mail completed application to:**

Vicki Parsons (**CONFIDENTIAL**)

Ballet Austin

501 W. 3<sup>rd</sup> St.

Austin, Texas 78701

Or scan and email to [Vicki.parsons@balletaustin.org](mailto:Vicki.parsons@balletaustin.org)



For Office Use Only Date Check Run: _____
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### Background Verification Release Form

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#### BALLET AUSTIN INFORMATION

Date:	<b>Ballet Austin, Inc.</b>
Contact Name at Ballet Austin:	<b>Vicki Parsons</b>
Ballet Austin's Main Phone Number:	<b>512.501.8704</b>

#### APPLICANT INFORMATION (to be completed by potential employees, volunteers, interns, etc.):

Applicant Full Name (Last, First, MI)		Maiden or Other Name(s) Used	
Current Address			
City	State	Zip Code	County
Social Security Number	Date of Birth	Driver's License Number	State Issued
Position Applied For <b>Summer Intensive Chaperone</b>			
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Race <input type="checkbox"/> African American <input type="checkbox"/> American Indian <input type="checkbox"/> Anglo <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Other	

I hereby authorize VERIFYI and or its Service Provider to request and receive any and all background information about or concerning me, including but not limited to my Criminal History, Social Security Number Trace including a consumer report under the Fair Credit Reporting Act, 15 U.S.C 1681, Driving Record, Employment History, Military Background, Civil Listings, Educational Background, Professional License from any Individual, Corporation, Partnership, Law Enforcement Agency, and other entities including my Present and Past Employers.

The criminal history, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct as committed as a juvenile. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history check may be repeated at any time. I understand that I will have an opportunity to review the criminal history as received by client/agency and a procedure is available for clarification, if I dispute the record as received. I also understand that the criminal history could contain information presumed to be expunged.

I further release and discharge VERIFYI and their Service Provider and all of their Subsidiaries, Affiliates, Officers, Employees, Contract Personnel, or Associates, from any and all claims and liability arising out of any request for information or records pursuant to this authorization, procurement of an investigative consumer report and understand that it may contain information about my character, general reputation, personal characteristics, and mode of living, whichever are applicable.

I understand that I have the right to make written request within a reasonable period of time to VERIFYI for additional information concerning the nature and scope of the investigation. I acknowledge that I have voluntarily provided the above information for employment/volunteer purposes, and I have carefully read and understand this authorization.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Printed Name