Pittsburgh Ballet Theatre
Position Description

Employer: Pittsburgh Ballet Theatre School
Position: Weekend Resident Assistant
Compensation: $12-16 hourly, depending on experience
Position Type: Part-time

Basic Function:
Weekend Resident Assistant assists in overseeing Pittsburgh Ballet Theatre School’s student residence (up to 21 residents, ages 14-18), mentors students in their transition from traditional family living to dormitory living and provides relief and support to the Live-In House Director and R.A.

Reports To:
House Director; R.A.; Director of School Operations

Hours:
Saturday - 1:30pm-6:30pm; 6:30pm-11:30pm
Sunday - 9:00am-3:30pm; 3:30pm-10:00pm
Possible Friday evenings.
September-May
Possible hours available June-July

- Candidates would need to commit to approximately 4 shifts per month and are expected to work with other Weekend RAs to find coverage before defaulting to the House Director.

Student Management (includes but not limited to):
- Convey specific expectations that include trust, cooperation, fairness, etc.
- Enforce dorm rules with emphasis on curfew, sign in/sign out, and dorm cleanliness
- Advise residents of the consequences for non-compliance.
- Advise residents that policy violations will be reported to the House Director and disciplinary action will be taken
- Maintain an “open-door” policy during your shift
- Assist in planning, executing, and chaperoning dorm activities and events
- Alert the House Director of any eating disorders, signs of depression or unusual behavior

Residence Management (Assists House Director as needed or requested):
Assist in overseeing all equipment, furniture, support services, and cleaning for the dormitory
- Proper use of all appliances
- Keep House Director apprised of furniture condition as necessary
- Report maintenance issues to the House Director
- Ensure all Byham House property is being used correctly and safely
- Complete shift paperwork and documentation as instructed by the House Director
- Complete quarterly reports on the well-being of the residents

Other responsibilities (includes but not limited to):
- Meet with House Director to review dorm activities and current issues the residents are experiencing
- Keep House Director up to date on resident illnesses etc.
- Develop list of substitute advisers in the event of illness, vacation, or emergency
- Ensure this list of substitutes is approved by the House Director
- Administer resident medications as needed and assist in medical emergencies or urgent care visits.

Requirements:
PBT School is looking for a mature individual with excellent interpersonal and communication skills. Candidates should possess basic conflict mediation and crisis intervention skills. Previous experience as a camp counselor or previous experience working with adolescents is preferred.
Candidates must be comfortable dealing with confrontation and conflicts between residents as well as enforcing weekend sanctions given by the House Director to residents. Examples of sanctions are early curfew or grounding. Candidates must have good problem solving skills and the ability to assist residents in making good/safe decisions that help build a strong Byham community.

Candidates will need a valid driver’s license and preference will be given to candidates with a clean insurance record. Finalists will be subject to a background investigation and drug test. Any offer of employment is contingent upon a review of those results. When applying, the candidate will be asked to complete the paperwork for a Pennsylvania Child Abuse clearance. The successful candidate must physically be able to perform light house cleaning, snow removal and a physical inspection of all four floors.

**Physical Requirements:**

Physical requirements include lifting of boxes and materials (20 lb limit), writing, typing, talking on the phone, walking, standing and sitting.

Other Equipment Operation Requirements:

Operation requirements include the ability to drive an automobile (including 15-passenger van), work on a computer, and operate and speak on a telephone.

*This job description does not create a contract or guarantee regarding any term or condition of employment, including job duties. The PBT reserves the right to change, modify, amend or enhance the job duties of any employee in response to operational, fiscal and/or departmental demands.*

To apply send cover letter and resume to koomkes@pittsburghballet.org. No phone calls.