



Resident Director (Live-In) Job Description **A Better Chance -- Radnor, PA**

Radnor ABC Mission Statement

Provide students from disadvantaged circumstances, who exhibit good moral character and strong academic and leadership potential, with the opportunity to live nearby and attend Radnor High School, a top-rated public high school located on Philadelphia's Main Line; and provide academic, college preparatory, financial, and emotional support for these students throughout their participation in the Corporation's residency program.

Role of the Resident Director (RD)

The Radnor ABC RD serves as the primary on-site authority figure and as a role model for the ten scholars. The RD is required to observe and enforce all rules, regulations and policies that national ABC and the Radnor ABC Board have established and may establish in the future. Communication between the RD and the Board is crucial and both parties will provide timely reports as to activities, schedules, schedule changes and all pertinent information concerning the scholars.

The RD is expected to:

- Maintain residence at the Radnor ABC House throughout the school year, including weekends and school vacations. The RD may live in the House while the scholars are home for the summer but is not required to. The RD will attend meals with the scholars in the common dining room when on duty.
 - o Note: RABC scholars are expected to return to their families during the academic year vacations set by Radnor Township School District. When the scholars are away on these academic year vacations, the RD does not have to stay at the House.
- Serve as:
 - o *In loco parentis* and as such enforce decisions and rules, administer consequences and provide a supervisory presence for all ten scholars. The safety and well-being of the scholars is the RD's top priority.
 - o Primary contact with parents and guardians of scholars.
 - o Primary source of information for the Board concerning scholars' health and welfare, activities, academics, and social development, including attending monthly Board meetings with updates on aforementioned topics as well as other issues and developments.
 - o Liaison between Academic Committee Chair, Student Life Committee Chair and Resident Tutors to ensure scholars meet their academic requirements, are developing as expected socially and emotionally and get appropriate support as needed.
 - o Primary contact with the Radnor ABC liaison at Radnor High School to ensure effective communication between the Program and the high school on all pertinent scholar matters.
 - o Representative of Radnor ABC in the Radnor community, including participating in fundraising, marketing, recruiting, or other special events as required by the Board.

- Member of the board's Academic and Student Life committees.
- Maintain a family-like, safe, comfortable and clean environment within the House to engage and support the scholars.
- Supervise and lead three resident tutors, a cook and an after-school driver / house sitter – coordinating schedules to ensure proper house coverage.
 - Participate in Executive Committee Meetings and budgeting process. May also include other committee meetings as deemed necessary by the board.

Compensation

As an independent contractor of Radnor ABC, the RD will receive:

- A separate apartment at the Radnor ABC House. This includes paid utilities, laundry facilities and a kitchen.
- Dinners Monday through Friday when school is in session only. Leftovers are available for other meals as interested.
- A monthly stipend commensurate with experience during the academic year, September through May, and a half stipend in June and August.
- The RD typically has a job outside of the Radnor ABC House. Most of the RD time commitment is during the hours the scholars are at home (after school and weekends). These hours of duty are, however, shared with the resident tutors.

Requirements

Qualified candidates must:

- Have experience and genuine interest in working with youth.
- Have a commitment to working with underserved youth.
- Have the ability to create a family-like atmosphere among the scholars, tutors and staff.
- Be a team player and a leader with an ability to work cooperatively with many parties to support our scholars' development, well-being and success.
- Pass FBI Fingerprinting and other background clearances required by the national ABC program and the state of Pennsylvania.
- Have a valid driver's license, auto insurance and a clean driving record and be willing to drive the scholars to activities.

The ideal candidate will:

- Have a minimum of a bachelor's degree.
- Have prior experience in an educational, youth development or youth counseling setting.
- Have their own automobile.

The RD position can be assumed by one person or shared by two people who would share the two-bedroom apartment.

Start date is August 2020.

If interested, please email cover letter and resume to board@radnorabc.org