



Residential Life Coordinator

If you are looking for a fun and rewarding job working with highly motivated grade 9, 10, 11 and 12 students from around the world, then this job is for you! Check us out - Regarded as the best in the world - <https://www.youtube.com/watch?v=OZbUjZssYRs>

Merrick Preparatory School is a grade 9 - 12 university preparatory high school located in a beautiful historic building in the scenic village of Merrickville, 45 minutes from Ottawa. Since 2012 we have been providing a world class boarding and educational experience for students from around the world who are looking to increase their English language skills and gain admission into a top tier Canadian, American or UK university. We are seeking a full-time (average 36 hours per week) Residential Life Coordinator who will supervise our students in the evenings and on weekends. The schedule rotates so there is much room for time off. **Free accommodation and food is provided as part of this job.**

PRIMARY FUNCTION:

Reporting to the Headmaster, the Residential Life Coordinator provides exemplary leadership in the residential and social services that Merrick Preparatory School provides to its students, and plays a critical role in the development, design and delivery of residential life programming. The Residential Life Coordinator oversees and supervises three other Residential Life Staff; working as a team they interact with all students, provide guidance, encouragement, and care to our students, providing an emotionally and physically safe space for all.

WORK HOURS:

The Residential Life Coordinator work hours will include daytime, evening, overnight and weekend commitments. The Residential Life Coordinator work hours are outlined on the Residential Life Staff Schedule available upon request.

JOB SPECIFICATIONS:

- Superior client service: ability to work with teenagers and staff and promote healthy living.
- Supports student involvement in curricular and co-curricular activities.
- Adaptability and flexibility to meet the needs of our diverse clientele.
- A willingness and interest in working with teens from around the world: a diverse population.
- Superior organizational, time management and detail-oriented skills to ensure a safe, organized, fun and productive learning environment for our students.

EDUCATION:

- University degree, ideally in education, psychology, physical education, kinesiology, sport psychology or related field, *required*
- First Aid, Cardiopulmonary Resuscitation (CPR), Defibrillation Certificate, *required* (can be acquired once hired)
- Valid and clean driver's license, *required*
- Successful completion of WHMIS and Occupational Health and Safety on-line course, *required* (can be acquired once hired)
- Police Record Check, Vulnerable Sector, *required*
- Valid Royal Life Saving certification, *preferred*
- Ontario Teaching Certificate and English as a second language training, *preferred*

EXPERIENCE:

- Work with teenagers in a school, residential or camp setting is required.

SKILLS: Excellent communication and listening skills. Exemplary ability to exercise fair and ethical judgment. Sensitivity to other cultures. Superior skills in motivating and inspiring teenagers into action. Ability to manage a highly diverse group of students, not only culturally, but in personality as well. Sound judgment and decision-making skills with regards to managing and leading



teenagers on-site and during off-site excursions – ability to execute control when required. Excellent interpersonal skills with teenagers. A team player.

Job Type: Full-time.

Required experience: 1 year

Start Date: August 29, 2022

End Date: June 30, 2023

Options:

- i) Summer Camp and Summer School July 2023.
- ii) 2023 – 2024 Academic Year Contract Renewal

Proof of a COVID vaccine will be required as a condition of employment.

Please send your cover letter and resume to Kevin Farrell, kevinf@merrickprep.com, Headmaster. Only those requested for an interview will be contacted.