

A Better Chance Clinton Resident Director

Reporting to the ABC Board of Directors, the Resident Director (RD) is a key member of the Clinton ABC program. The position is a live-in, professional staff member responsible for the daily operations of the ABC House. With a maximum occupancy of eight scholars, the RD(s) serve as a connection with the scholars in the house and the many constituents supporting their success, in addition to providing daily house management and scholar support. The RD(s) works closely with parents, teachers, guidance counselors, and the community. The RD(s) will develop a community that promotes engagement, learning, respect for diversity, student success and creates a supportive environment for the ABC scholars to live, learn, and excel.

Management of the House

- Manage the day-to-day operations of the ABC House which includes meal management, coordination of daily and weekly chore schedules for scholars, and extracurricular activity schedules for scholars.
- Serve as a liaison between the House and Hamilton College Facilities, cook, and tutors who assist scholars during study hours.
- Lead intervention of any urgent scholar situations
- Coordinate meals for scholars
- Shops for groceries and other household essentials for upkeep of the house

Relationship with the Scholars

- Establish and maintain a supportive relationship with all scholars.
- Be available to and work with scholars who have concerns and problems; provide options and choices to aid decision making and reaching a solution related to personal, interpersonal, and academic situations
- Regularly eat dinner with the scholars to maintain consistent check-in times and to facilitate a family atmosphere
- Support and celebrate the scholars' diverse cultures, backgrounds, holidays, and accomplishments
- Create a supportive, relaxed, and comfortable atmosphere in the house for and amongst the scholars
- Orient the scholars to the house at the beginning of each academic year in collaboration with the Board

Health & Safety of the Scholars

- Maintain medical records, enforce program rules, connect scholars and board members providing transportation, etc.

Relationship with Scholar Families

- Establish and maintain communication with families, to keep them abreast of academic performance and progress.
- Collaborate with families to establish or place additional expectations/limits in regards to their scholar (e.g. - curfew, overnights with friends, use of technology/gaming, etc.)

- Communicate about any issues or areas of needed support for their scholar.

Relationship with the School

- Establish and maintain communication with Clinton Central School, to support scholar academic success.

Relationship with Host Families

- Establish and maintain communication with host families, to coordinate Sunday activities and other scholar needs (e.g., rides/transportation), as required.

Relationship with the Board

- Attend weekly meetings with Board leadership to share key information, attend monthly Board meetings and prepare monthly reports that share information regarding scholars' academic performance, extracurricular activities, house maintenance, and overall well being of scholars.
- Assist the Board in selecting award recipients at year's end.
- Submit timely financial reports for expense tracking and reimbursement.
- Maintain petty cash for scholar allowance.

Qualifications

- Must possess a valid NY driver's license and must successfully pass a State of New York background check.
- Proven skill in establishing and maintaining cooperative working relationships with high school students, parents, educators, and community members.
- Demonstrated experience in listening, anticipating, and responding to the needs of students of diverse social, cultural, economic, and educational backgrounds.
- Demonstrated ability to resolve conflicts and defuse emotionally charged situations through negotiations and effective communication.
- Effective oral and written communication skills, using tact and diplomacy with the scholars, their teachers, counselors, and the community at large.
- Strong interpersonal skills.
- Demonstrated skill in time management including the ability to be flexible and effectively multi-task.
- Proven skill in maintaining confidentiality and working effectively under pressure and within a culturally diverse environment.
- Commitment to addressing issues of diversity and inclusion with an understanding of the broad issues facing the educational systems and specific issues facing students of Color.
- Previous residence life experience, student personnel or supervisory experience preferred.

Compensation includes negotiable salary, and a three-bedroom, two-bath apartment that adjoins the ABC house, including utilities and internet/cable.

To apply, please email your resume, cover letter and salary requirements to Board Co-President Hazel Jack at LHazelJack@gmail.com

About ABC Clinton

A Better Chance of Clinton & the Mohawk Valley provides education, housing, and enrichment for young men of color who have the talent and potential to succeed academically, socially, and personally in high school so that they can go to the colleges of their choice. The program is affiliated with A Better Chance Inc., a national, nonprofit academic program that seeks to substantially increase the number of well-educated young men and women of color capable of assuming positions of responsibility and leadership in society. Founded in 1972, ABC of Clinton and the Mohawk Valley has enabled 90+ students to graduate from Clinton Central High School.

For more information, please visit the ABC of Clinton & the Mohawk Valley [website](#).