



Dorm Supervisor * Delaware Valley Job Corp Callicoon, NY

Overview: The Delaware Valley Job Corp is seeking a Dorm Supervisor in Callicoon, NY.

The Dorm Supervisor's Responsibilities;

Oversees the daily management of the respective dorm area and uses proper judgment and discretion to resolve student and staff issues and concerns.

Coordinated staff coverage to ensure student areas are supervised

Interviews, recommends for hire, disciplines, recommends for termination and evaluates the performance of the employees in the Residential Department.

Ensures all staff adhere to rest and meal break requirements.

Responsible to oversee student dorm leadership program.

may transport students to and from Center.

Fills staff vacancies in a timely manner.

Employs sound time-management and delegation skills.

Other duties as assigned.

Requirements:

High School Diploma/GED, Advanced Degree preferred

1 year Job Corps or related program experience required

Valid Driver's License

Reference Check

Physical requirements include sitting, standing, climbing, walking, lifting, pulling and/or pushing, carrying, reaching, stooping and crouching. Demonstrates the ability to lift 40 pounds and / or the ability to assess the lift load in order to ask for necessary assistance.

Skills Required:

Student Supervision

Independent Living Skills Development

Crisis Intervention

Behavior Management

Shift, Salary, and Benefits: This is a full-time position, \$62,353 yearly, Benefits include Health insurance, Dental insurance, Paid Vacation, Paid Sick, Holidays, 401K/Retirement.

To apply: contact Hope Godchaux by emailing godchaux.hope@jobcorps.org, by faxing (845)887-4762, by telephone at 845-887-5400, mail to Adams and Associates/Delaware Valley Job Corps, PO Box 846, Callicoon, NY12723, or in person at 9368 State Route 97 Callicoon, NY 12723.