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|--|---------------------------|------------------|---|
| Title:   | Co-Residential Supervisor |                  |   |
| Reports To:  | GSA Associate Director    |                  |   |
| Supervises:  | Residential Advisors      |                  |   |
| FLSA Status:   | Non-Exempt                | Job Grade:       | <b>EEO Category:</b> Professionals            |
| Prepared By:   | Paula O. Lockhart         | Date:<br>10/2022 | <b>Company/Program:</b> GSA                   |
| HR Approval By:  | Loren Mills               | Date:            | <b>Department:</b> Education & Community Arts |
| <b>JOB SUMMARY:</b>  |                           |                  |   |
| The Co-Residential Supervisor advances The Kentucky's Governor's School for the Arts (GSA) by providing supervision of its residential life program and contributing to the community of artists towards the development of a positive residential experience.   |                           |                  |   |
| <b>ORGANIZATIONAL DUTIES &amp; RESPONSIBILITIES:</b>   |                           |                  |   |
| <ol style="list-style-type: none"> <li>1. Supports the mission, vision, values and standards of behavior of Kentucky Performing Arts.</li> <li>2. Exhibits effective communication skills including proper use of Kentucky Performing Arts' communication systems.</li> <li>3. Participates in appropriate professional development programs to attain and maintain competency.</li> <li>4. Effectively manages financial and physical resources to achieve the mission of the organization.</li> </ol>  |                           |                  |   |
| <b>SERVICE ORIENTATION:</b> Strives to meet or exceed expectation in the delivery of services and contributes to enhancing the quality of the work environment.  |                           |                  |   |
| <ul style="list-style-type: none"> <li>• Organizes and administers the residential program for the students at the Governor's School for the Arts, including dormitory life, non-instructional social and recreational activities, safety, hygiene, supervision of the residential staff, and all other aspects of residential living.</li> <li>• Organizes and supervise summer staff move-in and move-out to the host campus dormitory.</li> <li>• Manages the GSA student move-in and move-off campus, including taking inventory of supplies, loading and moving equipment.</li> <li>• Prioritize the quality of the student experience and what is best for them artistically, socially, and emotionally.</li> <li>• Serve as role models, mentors, and ambassadors at all times by exemplifying the GSA spirit even in intense circumstances.</li> </ul> |                           |                  |   |
| <b>TEAMWORK:</b> Effectively works with other members of the team, drawing on all resources to achieve common goals or solve a problem. Promotes teamwork as a way to generate positive and creative results.  |                           |                  |   |

- Assists in providing for the safety and well-being of students while under the care and/or supervision of the residential program including, but not limited to, proper use and security of the residential facilities and equipment provided by GSA, the host campus, or any other venue at which activities of GSA may be occurring.
- In conjunction with the second Co-Residential Supervisor, establish and supervise duties and daily schedule of the residential advisors during GSA 2025.
- In cooperation with GSA Administration, provides supervision for all GSA field trips, assist with additional summer program preparations as needed, cooperates and work in coordination with Residential Counselor in support of students as needed.
- Be a contributing and communicating member of the staff team always focusing on the wider community’s role and goals. Remain prompt, tidy, and respectful of others’ space, ideas, and roles.

**RESOURCE MANAGEMENT:** Manages resources such as time, expenses, supplies, labor etc.

- Enforces and abides by rules, regulations and procedures for community living as published in the 2025 GSA Student and Residential Handbooks during GSA 2025.
- In cooperation with GSA Administration, Head Discipline Assistant, and Residential Counselor, assist with the staff training at the host campus.
- As needed, participate in planning sessions ahead of the summer program with Administrative Staff, Head Discipline Assistant, and Counselors in Residence.
- Remain present and practice self-care.

**COMMUNICATION:** Demonstrates effective written and oral communications that engage internal and external audiences, and assures staff is kept well informed of organizational issues and plans.

- Maintains close communication on a daily or more frequent basis with the GSA Administration, throughout the planning and implementation of GSA regarding all aspects of residential life and interactions with GSA parents, residential staff, faculty, etc.
- Completes an evaluation, to be provided by GSA, at the close of the summer program.
- Other duties and responsibilities as needed.
- Effectively balance between authority figure and mentor with students by maintaining approachable but setting boundaries where needed.

**RESULTING ESSENTIAL PHYSICAL ABILITIES:**

1. Ability to effectively communicate in all internal and external relationships for all essential job functions.
2. Above average skills in reading, writing, and speaking English.
3. Ability to lift approximately (25 - 50) pounds unassisted using appropriate lifting techniques and/or devices.
4. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
5. While performing the duties of this job, the employee is regularly required to talk or hear.
6. The employee is frequently required to sit or stand for long periods of time, as well as stoop, bend, kneel, and crouch.

**PREFERRED QUALIFICATIONS:**

- Possesses the ability to skillfully communicate and collaborate with others under pressure.
- Valid driver’s license and clean driving record for at least one year
- Eagerness to be involved and possession of a self-starter positive attitude.
- Excellent organizational and time management skills.

**EDUCATION, LICENSE and SKILLS:**

- 1. Bachelor’s Degree or pursuit of degree required; must have graduated from high school no later than 2022 at time of application.
- 2. Evidence of formal learning and/or experience in the arts. Personal achievement as an artist, performer or arts educator preferred.
- 3. Previous experience as GSA Residential Advisor required.
- 4. Evidence of superior written and verbal communication skills.
- 5. Evidence of experience in project administration and accomplishing tasks through groups and teams.
- 6. Must be willing to live in-residence during the summer program and training week in June and July, in the host campus dormitory.
- 7. Knowledge or experience with programs for gifted and talented students preferred.
- 8. Experience in residential educational programs and camps preferred.

***Kentucky Performing Arts provides equal employment opportunities (EEO) to all employees and applicants for employment.***

It should be noted that employment with Kentucky Performing Arts is “at will,” which means that it is not for any specified period of time and can be terminated by yourself or Kentucky Performing Arts for any or no particular reason. Even though your job duties, title, compensation and benefits, as well as Kentucky Performing Arts employment policies and procedures may change from time-to-time during your employment with the organization, the “at will” nature of your employment will not change, unless Kentucky Performing Arts designates so in writing.

For purposes of federal immigration law, you will be required to provide documentary evidence of your identity and eligibility for employment in the United States (Form I-9) to the organization in accordance with the U.S. Citizenship and Immigration Service (USCIS).

**COVID compliance statement:**

*Please note that the health, safety, and wellbeing of our patrons, artists, clients, staff and volunteers is of the utmost importance. We are carefully monitoring the evolving nature of the COVID-19 virus and following CDC guidelines. Please know that obtaining a COVID-19 vaccine may be required for future employment eligibility. Religious and medical exemptions will be accommodated.*

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_