



## **Assistant House Parents Part-time/Casual**

### **Job Description:**

The Canadian International Hockey Academy (CIHA) is seeking Assistant House Parents. The Assistant House Parent, who covers the House Parents night or weekend off, is *in loco parentis* and ensures the social, physical, academic and emotional well-being of each student in the residence and endeavours to develop a relationship of mutual trust and respect with each student. An Assistant House Parent is provided with a room in the residence and is responsible for the proper functioning, in all matters, of the residence, while on duty.

### **Core Responsibilities Include:**

- Typical weekday hours of work are 4:00pm to 11:00pm
- Typical weekend hours of work are from Friday 4:00pm to Sunday 4:00pm
- Responsible for the well-being and security of all student/athletes of the Academy when they are in his/her presence, is required to walk throughout campus and campus buildings to ensure students are accounted for at all times
- Responsible for ensuring a safe, nurturing enjoyable and disciplined environment for all students of the CIH Academy
- Assist with the organization and supervision of student activities both on and off campus
- Administer and ensure the safe storage of student prescription medication
- Maintain regular contact with the House Parents and Student Services Coordinator and reports any incidents
- May be asked to maintain regular contact with parents of students under their direct care to help build a trusting and mutually beneficial relationship for all parties involved

### **Qualifications:**

- Committed and enthusiastic, is flexible with strong organizational skills
- A good communicator with strong team building skills
- Genuinely interested and has experience working closely with teenagers
- Willing to assist with other duties on campus
- Working knowledge of computers
- Experience living or working in a residential school setting is an asset
- Post-Secondary Education
- First Aid and CPR an asset

### **Salary Range / Compensation:**

- To be discussed

If this challenge meets your professional profile and you wish to explore this opportunity, please send your professional résumé to Mr. Thomas Lynn [tlynn@cihacademy.com](mailto:tlynn@cihacademy.com)