

Job Description

Position Title: Houseparent

Department: Home

Reports to: Vice President of Student Life



Overall Responsibility:

- Parenting in a Christian home – training, working with and loving kids in a God honoring home
- Helping kids in all areas of their lives – spiritual, physical, educational and emotional, etc.
- Implement the FCA mission statement personally
- Integrate faith and learning in all areas of life
- Demonstrate care and concern for student welfare

Key Tasks and Responsibilities:

- Attend chapels, training sessions and other events as requested
- Support and adhere to FCA policies/rules re: discipline, dress, conduct, personal and community relationships
- Deal with discipline promptly and professionally
- Demonstrate sensitivity to needs and feelings of students and staff
- Demonstrate commitment to FCA mission statement
- Evidence love for Jesus Christ and His people
- Demonstrate desire to grow spiritually in study of God's Word and it's application to daily life

Skills and Attributes:

- Ability to communicate effectively to students
- Sensitivity to needs and feelings of students and staff
- Commitment to FCA mission statement
- Love for Jesus Christ and His people
- Desire to grow spiritually in study of God's Word and it's application to daily life
- Desire to share the Gospel of Christ with the unsaved world
- Emotional, mental and physical stability
- Understanding of Christian education integrating faith and learning
- Understanding of Christian marriage and parenting

Experience requirement:

- Good record in any previous work with young people
- CPR, first aid and life guard training would be helpful
- Commercial driver's license

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It is HARD to put into writing the duties of a houseparent in just a few words. This is a copy of the job description that is included in our staff handbook.

Monday through Friday Daily Schedule:

6:30 am ... Breakfast in dorm for ALL students (Students should be in kitchen for prayer @ 6:30 am)
6:30 - 7:30 am ...At dorm...handing out meds, seeing students and devotions with students
7:30 or 7:45 am (According to the school) ... Students to school
8:00 am - 3:00 pm ... Students at school - dorm jobs, rest, meet with teachers, check rooms, do paperwork, go to office for mail, take students to doctor, etc. etc.
3:00 - 3:30 pm ... Students at home preparing for work - greet students, give meds, call work bosses if student is sick, etc.
3:30 - 5:00 pm ... Students at work - Instruct and assist dorm worker, etc
5:00 - 5:20 pm ... Students at home
5:20 - 6:00 pm... Supper at dining hall or possibly meal prepared in dorm - see current information about meal time!!
6:00 - 6:30 pm... Students have free time - visit with students, counsel, etc.
7:00 - 9:00 pm... Different levels of study hall - check study hall, help with studies, arrange help if needed
9:30 pm ... Give bedtime meds - Students to bed
Crash whenever possible!!

Saturday Schedule:

8:00 - 8:30 am ... Breakfast at dining hall (optional for students - MANDATORY for houseparents when students from their dorm go to breakfast
8:30 - 9:00 am ... Giving out meds, checking on students, etc
9:00 am - 12:00 noon ... Students at work - instruct dorm worker, your own chores, check mail, etc.
Boys/girls stay at home if they are dish pit workers.
12:00 noon - 1:00 pm ... Lunch at dining hall and setting tables for Sunday lunch
1:00 - 5:00 pm ... Students at home or activities - do whatever needed
5:30 - 6:00 pm ... Supper in dorms
6:00 - 9:30 pm ... 6:00 – 9:30...Connect Youth Group (possibly activity duty or study hall duty)
6:30 - 8:30 pm ... Special study hall at the High School for those students with 3 or more F's
9:30 pm ... Students to bed
Crash whenever possible!!

Sunday Schedule:

8:00 am ... Breakfast in dorm
9:30 am ... Meet with students before leaving for Sunday school - check clothing, give out tithe money, etc.
10:00 am - 12:00 noon ... Sunday school and church
12:00 noon - 1:00 pm ... Lunch at Dining Hall
1:00 - 2:00 pm ... Quiet time for students
2:00 - 5:00 pm ... Dorm activities - houseparents' responsibility to plan and supervise
5:30 - 6:00 pm ... Supper in dorms
6:15 - 7:15 pm ... Church
7:30 - 9:30 pm ... Students in study hall - check study hall, help with studies, arrange help if needed
9:30 pm ... Students to bed
Crash whenever possible!!

continued

Additional Houseparent Schedule Information:

- Houseparents are off one assigned day per week (Monday – Friday)
- Houseparents are off one weekend (Saturday 8 am – Sunday 5 pm) per month in months with no long holidays in them – September, October, February and April. DP's must arrange their own subs and instruct them on life in their dorm.
- Houseparents are required to be at houseparent meetings on Wednesday mornings from 8:00 – 9:30 am
- Houseparents take students to the doctor between 8 – 3 pm when needed
- Houseparents are scheduled one break duty per year to take care of all students that are here during the break. (Thanksgiving, Spring Break, End of School Year or End of Summer School)
- Houseparents are required to take care of general maintenance in dorm and turn in maintenance requests for maintenance needs that they can't take care of themselves
- Study hall times listed are for those students with no F's – study hall is extended for those students with low grades. Check weekly grades and post weekly study hall times
- All staff including houseparents are scheduled weekend activities duty at least twice a semester
- Check rooms daily for cleanliness
- Bake Birthday cakes for students in your dorm
- Have parties for Christmas, end of year, etc.
- Cook occasional meals for your students
- Attend sports events, musical events, etc. that your students are involved in

NEED MORE INFORMATION: For immediate reply, qualified applicants can contact Ms. Margie Newman, Human Resource Director, at mnewman@frenchcamp.org or by phone at (662) 547-5282.