Grand River Academy, a private boarding school for boys, located in Austinburg, OH is currently accepting applications for **Weekend Dorm Supervisor**.

To serve as a positive role model for the students, faculty, staff and other members of the school’s community. To adhere to all policies and procedures as stated in the Faculty/Staff Handbook. To support the school and its leadership.

**Duties and responsibilities**
- Including, but not limited to:
  - Actively supervise the assigned area/dorm.
  - Ensure the safety and security of the students by doing occasional room checks and making sure all students are accounted for before leaving at 11:30pm.
  - Make sure all dorm doors are locked at all times.
  - Expect proper behavior and decorum.
  - Address violations of school rules and policies. Report violations to the Dean of Students.
  - Report suspected substance abuse activity to the weekend AOD immediately.
  - Report attendance irregularities to the weekend AOD.
  - Properly distribute and document medication dispensation at brunch, dinner and bed time.
  - Wake up assigned dorm upon clocking in and ensuring all students in the dorm attend brunch.

**Work Hours:**
- Friday 6pm-11:30pm
- Saturday 10:15am-11:30pm
- Sunday 10:15am-5:30pm

**Qualifications:**
- High School degree or equivalent
- Successful completion of a background and drug screen

Interested candidates please submit a resume to employment@grandriver.org

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