

House Parent

Position Description – SPIRE Institute

A House Parent is a staff member in the Office of Student Services. The House Parent lives in the Houses with the SPIRE Academy students and serves as administrator, adviser, community builder, and disciplinarian in the residence. Additionally, the House Parent is a resource person, community environmentalist and conflict-resolution facilitator for all students who live in the dorms.

The primary concern for the House Parent is to promote community, as well as develop a relationship with each resident at their SPIRE house.

The House Parent will assist other SPIRE House Parents in creating and maintaining a living environment in the SPIRE Houses that offers recreational, educational, social, service, and cultural opportunities for students. The House Parent strives to promote within each student a sense of responsibility for self and responsibility to community.

Expectations for Major Responsibilities:

Administrator Responsibilities:

The House Parent is asked to maintain various records and complete appropriate forms for check-in and checkout procedures for students and outside guests, maintenance request (via the Google Form that will be provided), disciplinary incidents, and programming functions. The House Parent contributes to the security of the house by being thorough in “duty” responsibilities and emergency procedures. The House Parent is expected to attend weekly staff meetings and one-on-one meetings with supervisor. As an administrator the House Parent is expected to be supportive of all SPIRE administrative decisions.

House Parent Responsibilities:

The House Parent should strive to:

- Establish trust and confidentiality with residents
- Display a genuine caring attitude toward residents
- Be intentional in getting to know students as individuals
- Assist students in decision making process
- Have general knowledge of SPIRE and community resources
- Recognize own limitations and appropriately seek help and refer students

Disciplinary Responsibilities:

The House Parent is expected to explain and enforce all SPIRE policies and procedures in a consistent manner. This requires that House Parents be familiar with and adhere to the policies outlined in the SPIRE Institute/SPIRE Academy handbooks.

Community Building Responsibilities:

The House Parent should be instrumental in assisting the SPIRE Housing community in becoming acquainted with each other and with the SPIRE Institute campus and staff, both through programming and informal interaction.

Programming Responsibilities:

The House Parent is expected to be actively involved in the planning, promotion and participation of programs and events for the Spire Housing community. The House Parent should aim to program at least once in the following areas.

- Recreational
- Educational
- Social
- Service
- Cultural opportunities/human awareness

This does not mean that you are limited to providing programs only once in each area, the more we can provide for the students, the more they will get out of their experience at SPIRE.

House Parents will also be expected to assist with programming as it relates to their sports department and Head Coach's needs (if also employed in another capacity by SPIRE).

Security Responsibilities:

House Parents will be expected to be on a duty rotation. When a House Parent is on duty they are expected to be their designated house whenever any student is there. They will also be expected to have a presence at their designated SPIRE House and be available for the students. The house parent should have an open door period until lights out on their given duty day. Daily duty hours will generally be from 7:00PM until the following morning where when the students will be transported to school or SPIRE's campus. During your period of duty, you must remain at the house for the entire time, unless the entire group leaves the house. (ie for dinner, outings or to go to SPIRE for the day.) House Parents are expected to work in cooperation with SPIRE Staff in supporting a safe and healthy community.

Additional Requirements:

Duties may be assigned as assistance or help is needed.

Interested?

Contact SPIRE Academy Services Coordinator Luke Holland at Lholland@spireinstitute.org with any questions you may have.