



Job Title: Prep Fellow
Reports to: Resident Coordinator

Date: March 2025

Purpose: Fellows assist both Educators and Resident Life Coordinators by walking alongside students in both classroom and campus life settings. Fellows provide guidance, encouragement, and structure to help students develop self-confidence, societal significance, and spiritual maturity in Christ. They foster a positive living-learning environment and reinforce all vocational, life and social skills learned in and outside of the classroom. Fellows serve as student advocates ensuring every student receives the appropriate support they need to flourish.

Description of Duties and Responsibilities

***includes but not limited to**

Relational

- Steward physical, mental, emotional, and spiritual health.
- Actively pursue growth in personal relationship with Jesus Christ.
- Model a Christ-like lifestyle to all Students, Staff, community partners and Student families by setting an example of Christian faith.
- Cultivate God-honoring relationships with Students, Staff, community partners and student families.
- Disciple students in their personal relationship with Jesus Christ.
- Create and foster a positive, faith-based culture in student housing that aligns with Barnabas Prep's mission and core values.

General:

- Equip and empower students in Barnabas Prep's mission.
- Guide students to follow Barnabas Prep's expectations and daily responsibilities.
- Help serve and clean up meals in the student center dining hall and kitchen.
- Assist in transporting students to and from community involvement activities and off-campus outings.
- Administer student medications periodically.
- Apply first aid care to students as needed.
- Help respond to student behavioral crises appropriately.
- Be ready to support Resident Life Coordinators in emergency situations during scheduled evening and weekend hours.
- Be ready to assist Resident Life Coordinators during scheduled overnight emergency response situation shifts (ERS).

- Report any suspicions of abuse or neglect.
- Provide coverage for Resident Life Coordinator and Fellow shifts when needed.

Academic Support:

- Assist Educators with lesson preparation and instructional materials as needed.
- Assist Educators with classroom organization and management.
- Assist Students with assignments, hands-on learning activities, and transitions.
- Assist students individually or in small groups to reinforce lesson materials as needed.
- Act as a substitute teacher for a classroom of students as needed at the discretion of Educators.
- Communicate any student accommodations or modifications to Educators necessary for student development.
- Assist in recording and tracking classroom data for students at the discretion of Educators.

Residential Life Involvement

- Reinforce classroom expectations and behavioral guidelines.
- Engage in campus activities, small groups, and community involvement alongside students.
- Assist Resident Life Coordinators in Evening and Weekend activities.
- Assist Resident Life Coordinators with student small groups and Bible studies as needed.
- Engage in weekly house meetings planned and led by Resident Life Coordinators alongside students.
- Assist Resident Life Coordinators in student hygiene routines, activities of daily living, household chores, room checks, roommate and housemate relations, and laundry.
- Manage and guide students through healthy conflict resolution.
- Assist Resident Life Coordinators in recording and tracking residential life data for students as needed.
- Assist in monitoring student success plans as needed at the discretion of Resident Life Coordinators.
- Assist Resident Life Coordinators students in planning, preparing, cooking, and cleaning during house dinners.
-

Qualifications:

- High school diploma or equivalent required.
- Establish rapport with a wide range of individuals.
- Hold no other employment without prior approval.
- Complete and clear background check.
- Complete and pass the Child Protection Plan course.
- Ability to work with students with diverse disabilities.
- Adhere to Barnabas Prep's policies and expectations.

- Display an active alignment with Barnabas Prep's mission, Christian beliefs and core values.
- Ability to walk a mile over uneven terrain, including at night.
- Ability to assess unsanitary or unsafe conditions.
- Ability to lift up to 50 lbs.
- Ability to work in varying temperatures, noisy environments, and outdoor elements.

Additional Benefits

- Room and Board provided.
- Limited meals provided.
- \$100 Barnabas Outfitters credit