



Job Title: Resident Life Coordinator
Reports To: Resident Coordinator

Date: March 13, 2025

Position Overview

Resident Life Coordinators oversee Student Campus Life at Barnabas Prep, providing leadership and support to all students with disabilities in all areas. They create a safe, nurturing, and structured home environment while planning and leading all weekend and evening activities on and off campus. They equip and empower students in their development of social and life skills through providing spiritual guidance, promoting confidence and reinforcing personal responsibility.

Description of 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 towards Barnabas Prep's mission.
- Plan and facilitate evening and weekend activities for a household of students.
- Plan and facilitate weekly small groups and bible studies for groups of students within a household.
- Organize and lead all weekly house meetings with students.
- Hold students accountable to Barnabas Prep's expectations and daily responsibilities.
- Oversee and instruct student hygiene routines, activities of daily living, household chores, room checks, roommate and housemate relations and laundry.
- Direct and manage healthy conflict between students.
- Record and track independent living data for assigned students.

- Assist in implementing success plans as needed for assigned students at the discretion and support of immediate supervisor.
- Lead and direct students in planning, preparing, cooking and cleaning during regular house dinners.
- Serve and clean up meals in the student center dining hall.
- Transport students to and from community involvement activities and off campus outings.
- Tend to and manage all student behavioral crisis situations appropriately.
- Administer student medications.
- Apply first aid care to students as needed.
- Act as first responder to all student and operational emergency situations during evening and weekend working hours.
- Be available and ready to take action during all overnight emergency response situation shifts (ERS).
- Execute basic house maintenance duties at the discretion of the maintenance director.
- Report any suspicions of abuse or neglect.
- Cover Fellow shifts when needed.

Communication / Interactions

- Participate in weekly team meetings.
- Participate in check-in meetings with immediate supervisor as needed.
- Coordinate evening and weekend plans with other Resident Life Coordinators.
- Communicate all evening and weekend schedules with all students, staff, fellows and student guardians.
- Act as the main point of contact for student guardians in regards to campus life, their student's application of social and independent living skills as well as their overall living-learning experience and well-being at Barnabas Prep.
- Interact and collaborate regularly with other Resident Life Coordinators, Fellows and immediate supervisor regarding the development and flourishing of students in the following areas: social skills, independent living skills, residential life setting experience, and overall well-being.
- Assist in monitoring the status of student success plans as needed created by immediate supervisor.
- Interact with Educators and Director as needed regarding the development and flourishing of students at the discretion of the immediate supervisor.
- Facilitate quarterly student development updates with student guardians alongside Educators at the discretion and support of your immediate supervisor.
- Communicate with the lead Nurse, Health Service Director and student guardians regarding all student health complaints, concerns, medical needs, and updates.
- Report maintenance concerns and needed repairs to the Maintenance Director.
- Immediately notify Barnabas Prep Director regarding all emergency situations.

Requirements

- Bachelors Degree preferred*
- Must be 21 years of age or older.
- 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.
- Obtain a Class E driver's license if applicable.
- 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.
- Most community outings are paid for.
- \$100 Barnabas Outfitters credit

Terms of Employment

The terms of this contract begin August 18, 2025, and continue through May 22, 2026.