

Barnabas Prep

Job Title: Fellow

Date: March 4, 2020

Department: Barnabas Prep

Position Purpose: A Barnabas Prep Fellow facilitates the social, academic, spiritual and personal adjustment of Prep students to life on campus. Fellows develop a sense of community, support and personal growth among Barnabas Prep students. A fellow serves as a positive role model to students with disabilities and as a spiritual role model to peers. Fellows carry out the policies and procedures of Barnabas Prep campus life including housing, dining, transportation, campus safety, etc. Fellows act as liaisons between students and Barnabas Prep Directors.

Fellows are expected to live on campus in Branson, Missouri during the 9-month calendar year.

Description of Duties and Responsibilities:

General:

- Attend and participate in weekly fellow meetings.
- Assist in the supervision of the Barnabas Prep male or female housing units, responding to all requests and emergencies during on-call hours and as needed. On-call days as scheduled on a rotating basis and may include holidays.
- Attend and participate in fellow training sessions held prior to the beginning of each semester and throughout the year.
- Contact the appropriate Barnabas Prep Director on behalf of the students regarding issues of concern to the students.
- Be available to students on a daily basis except during time off as approved by a Director.
- Attend all scheduled in-services offered during non-meeting times.

Community Development/Education:

- Assist residents with their adjustment to living with roommate(s) and floor/house residents.
- Help residents learn to accept responsibility for self and personal actions.
- Assist with the development of self-management, health, and wellness skills.
- Work with students to develop a sense of respect for self, others, and property.
- Encourage a positive community living environment supportive of academic achievement.
- Communicate the importance of observing safety and security precautions and procedures.
- Build a community where students interact on a regular basis and share in defining expectations for each other.

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This job description is subject to change at any time.

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- Plan, implement and evaluate educational and social programs each semester that encourage the development of students meeting expectations as established by Barnabas Prep.
- Encourage participation in programming opportunities offered by other community partners.

Spiritual Leadership & Role Model:

- Encourage a Christ-like atmosphere through leading by example
- Develop a relationship with students that establishes your role as a supporter
- Provide a consistent presence and availability to students
- Cultivate a positive and cooperative atmosphere conducive to the educational development of the students
- Facilitate the development of social and spiritual programs that seek to satisfy the needs of the students
- Participate in discipleship relationships and bible studies
- Contribute to the community of Barnabas Prep by keeping personal and shared spaces clean and tidy, preparing meals, and helping with other household chores as needed
- Participate in classroom instruction, community involvement and volunteer work alongside students
- Be available and accessible to give direction/advice to students
- Help provide for the health and safety needs of the students when an illness or emergency occurs
- Confront violations of the program's rules and policies and take appropriate action
- Report discipline matters that need to be handled by the leadership team
- Fulfill other assignments delegated by the Program Director or other members of the leadership team

Requirements

Applicants must demonstrate the following abilities:

- Communicate well in a group and individual situations
- Establish rapport with a wide variety of people
- Design and implement events and/or activities to meet specific established goals
- Respond appropriately to and quickly evaluate building facilities and resident crisis situations.
- Demonstrate traits of a consistent, growing Christian
- Exhibit characteristics of a mature, emotionally stable individual
- Be teachable and flexible
- Be responsible, prompt and meets deadlines
- Attend weekly Fellow Class
- Attend Annual Class Trip (dates TBD)
- Hold no other employment or stipend positions without the specific, advance approval of the Program Director
- Adhere to and enforce rules, policies, and procedures of Barnabas Prep and Barnabas Foundation

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- Must be able to pass required background checks and Child Protection Plan training.
- Have a current driver's license.

Physical Demands:

- Ability to walk a mile over uneven terrain, after dark if necessary.
- Ability to get to remote locations of property quickly.
- Visual and auditory ability to identify and respond to emergencies.
- Ability to observe and assess unsanitary or unhealthy conditions.
- Ability to communicate and work with a variety of ages/abilities.
- Must be a non-smoker.
- Ability to lift up to 50 lbs.

Environmental Conditions:

- Ability to work in low and high temperatures
- Ability to work in noisy environments
- Ability to work in outdoor elements such as precipitation and wind

Fellows report directly to the Program Director.