



Wayfinder Schools is seeking applicants for a:

Residential Program Coordinator responsible for the daily management of the Residential Program in New Gloucester in coordination with the Residential Associate Director. Our residential program will serve 12 youth in our nine month program of education and work experience.

Wayfinder Schools offers two different relational learning programs for youth that transform the nature of a high school education by providing students with the skills and experience necessary to discover their strengths, connect with their families, practice personal responsibility, and contribute to their communities, and which culminate in awarding a high school diploma from the State of Maine. Employee will work at our beautiful 300+ acre farm and residential campus on Gloucester Hill Road in New Gloucester, Maine.

Key Areas of Responsibility

- Consistently implement rules, expectations, policies, procedures, and protocols to ensure a safe and respectful living environment
- Oversee daily operations of New Gloucester campus in coordination with the Residential Associate Director
- Play a leadership role in helping to establish a clear, productive, and positive tone during orientation
- Help to cultivate a welcoming learning environment that aims to meet the needs of every student and staff member throughout the school year
- Assist in facilitating residential staff meetings and community circles with the intent to respectfully synthesize information, address common values, respond to various concerns, resolve conflicts, empower individuals to engage and contribute, provide updates, and ultimately guide a group decision-making process
- Act as liaison and primary point of contact in coordination with the Residential Associate Director to legal guardians, sending school districts, social service agencies, Career Exploration site supervisors, volunteers, and a variety of other community resources.
- Ensure that all graduation requirements are being met
- Assist teachers with academic goals and post-graduation planning
- Document significant incidents, concerns, and observations
- Oversee the management of prescribed medications
- Manage and actively contribute to online staff log
- Serve as primary liaison between staff, student, parents, teachers and volunteers
- Assist with the planning and facilitation of all crew experiential learning expeditions

- Serve as key point person in coordination with the Residential Associate Director during emergencies and their aftermath as it pertains to the safe and secure operation of the residential program
- Work in collaboration with residential staff to organize schedules, ensure adequate coverage, and coordinate student programming
- Participate in school-wide fundraising events
- Work in collaboration with other Wayfinder staff to maintain proper upkeep of school vehicles and building maintenance as needed.
- Help with the hiring and training of new residential staff members
- When possible, attend interviews with incoming student applicants in collaboration with the Admissions Coordinator and Residential Associate Director
- Provide oversight and support to all Wayfinder community members as needed
- Demonstrate willingness to help with tasks outside of assigned duties as needed and as part of the Schools' mission and values

Required Qualifications

- Bachelor's degree with direct experience in educational and/or residential program management
- Genuine desire and proven ability to effectively work with at-risk teenagers
- Expeditionary, and/or secondary teaching experience preferred.
- Clinical or Social work experience helpful.
- Familiarity with Relational Education, Restorative Justice, Positive Youth Development and Strength-Based practices.
- Experience implementing adaptive, learner-centered teaching approaches and multiple assessment strategies

Personal Qualifications

- Able to lead by example and capacity of providing leadership that empowers other and guides a team of students and staff members toward the achievement of common values and goals
- Highly organized and detail-oriented
- Excellent presentation, communication, and writing skills
- Skilled problem-solver: patient, level-headed, and solution-oriented
- Warm, engaging and personable
- Energetic with a sense of humor
- Capable of handling stress and managing crisis situations
- Willingness to work outside of assigned duties as needed

Position and Hiring Process

- This is a full time, salaried, exempt, benefits eligible position that will work intently for the 43 weeks of the Residential Program (late August to mid-June), and also have some summertime planning and management responsibilities.
- Compensation will be commensurate with skills and experience.

- Wayfinder Schools offers an excellent benefits package including Health Insurance and an employer paid Health Reimbursement Arrangement, fully paid Dental Insurance, Long Term Disability and Life Insurance
- Paid time off will be according to the residential program calendar
- We will be accepting applications until the position is filled
- Please submit applications to HR@wayfinderschools.org
- No phone calls, please