



## **Residential Village Coordinator/Houseparent**

### **Position Overview**

The Calverton School seeks a **Residential Village Coordinator / Houseparent** to lead and support a dynamic, student-centered boarding program serving approximately 8-16 students in grades 8–12. Reporting to the **Dean of Students**, this role is responsible for developing and overseeing a residential life program aligned with The Calverton School’s mission:

**Lead with empathy and honor. Build connection through inquiry. Embrace challenge as opportunity.**

Living in the Residential Village, the Coordinator plays a central role in fostering a safe, supportive, and family-style community. Through intentional relationship-building, structured morning and evening routines, shared responsibilities, and family-style meals, the Residential Village Coordinator supports students’ academic, social, and emotional development while helping them build independence and life skills.

### **Responsibilities and Essential Functions**

#### **Student Support & Community Development**

- Build strong relationships with students and serve as a mentor and role model
- Foster a caring, inclusive residential community
- Support student adjustment to residential and school life
- Identify and respond to student needs, including crisis situations
- Promote independence, responsibility, and life skills

#### **Daily Routines & Community Living**

- Establish and maintain structured morning and evening routines
- Promote family-style meals and shared community time
- Encourage shared responsibilities for maintaining living spaces
- Support study hours, quiet hours, and daily expectations

#### **Residential Programming & Supervision**

- Plan and coordinate student activities and weekend programming
- Supervise students during evenings and weekends
- Enforce school policies and residential expectations

#### **Operations & Communication**

- Oversee meal planning and grocery coordination
- Maintain student contact and medical information
- Track residential expenses and supplies
- Communicate regularly with families and school leadership
- Coordinate dorm maintenance with facilities



### **Transportation & Logistics**

- Assist with student arrivals, departures, and housing assignments
- Provide transportation for boarding students as needed
- Maintain a safe and organized residential environment

### **Qualifications**

- Must be at least 25 years of age (or demonstrate equivalent professional and residential life experience) with a valid driver's license
- First Aid and CPR/AED certification (or willingness to obtain)
- Experience working with adolescents preferred
- Must pass Federal and State background checks and MSDE Employment History Review

### **Preferred**

- Boarding school, residential life, or student life experience
- Experience working with international students
- Background in education, counseling, or youth development

### **Living Requirement & Residential Expectations**

This is a **live-in position**. The Residential Village Coordinator / Houseparent is expected to actively participate in daily residential life and serve as a visible, supportive presence for students.

Because the residence is part of the student living environment, the Residential Village Coordinator / Houseparent is expected to maintain a drug- and alcohol-free residential space and model behavior consistent with school expectations. The role requires fostering a safe, healthy, and supportive community for all students.

### **Compensation & Benefits**

- Salary range: \$30,000–\$40,000, commensurate with experience
- Two-bedroom on-campus apartment provided year-round with shared kitchen with students
- All utilities included (electric, water, internet, and basic services)
- Meals provided while on duty
- Tuition remission in accordance with school policy
- Full benefits package available to full-time employees

**Individuals or couples are encouraged to apply.** The school is open to structuring responsibilities to support a strong, family-style residential community.

### **About The Calverton School:**

The Calverton School is an independent, co-ed day school with a small residential program in which 325 students age 3 to Grade 12 partner with dedicated teachers on a beautiful 150-acre campus in Huntingtown, Maryland. Our southern Maryland location enables Calverton to attract a diverse student body from five counties to our learning community where students grow through a culture of respect, challenging yet well-rounded academics, and shared experiences. The Calverton School aims to instill in students intellectual curiosity, personal responsibility, and a strong work ethic to prepare for higher education and citizenship in a democratic and global community.



Calverton seeks growth-minded professionals who will support our educational mission and values, who are committed to supporting the whole student, and who are excited to join and contribute to a small PreK-12<sup>th</sup> grade learning community. Calverton is committed to a diverse and inclusive community and seeks applications for all positions from candidates who will contribute to an environment in which all are valued and supported.

**To apply:**

Interested candidates should send cover letter, resume, and names of three professional references to: Alissa Lambert at [alambert@calvertonschool.org](mailto:alambert@calvertonschool.org)