



2025 Residential Life Teacher

DEPT/DIVISION: The Putney School Summer Programs

REPORTS TO: Director, Assistant Director and Assistant Residential Life Coordinator

TEACH & SUPERVISE: Students (14 - 17)

FTE: No

WORK YEAR: Summer - Seasonal: June 18, 2025 - July 27, 2025

FLSA & PAY TYPE: Exempt - Salaried

BENEFITS: No

COMPENSATION: \$750/week (w/ additional compensation for returning staff based on number of years worked)

OTHER DETAILS:

- This role is ideal for early-career professionals or recent graduates looking to grow in education with a focus on art and life skills (21 years or older)
- Number of Openings: 18
- Housing Provided: Summer Programs Residential Life Teachers must be living on our campus on June 18, 2025 (11 am) – either July 20, 2025 or July 27, 2025 (9 am) (based on teen program enrollment.) We will provide a single or shared (with another adult leader) room in assigned dorm
- Free meals (vegan, vegetarian, gluten-free options are provided)

HOW TO APPLY:

- Interested candidates should submit the following items via email to the Assistant Director, Sarah Doran sdoran@putneyschool.org
- Letter of interest, listing the 3-5 job duties you are most interested in/qualified for
- 1-2 page resume, indicating related work experience
- List of 3 professional references, including contact information
- We will continue reviewing applications until all positions are filled

ABOUT THE POSITION: [The Putney School Summer Arts](#), an international residential summer program for 14-17 year olds who are highly motivated to participate in a rigorous arts program, seeks to fill the Residential Life Teacher (RLT) position. This role presents an exciting collaborative opportunity to work with The Putney School's Summer Programs team on our Vermont campus. This candidate will work with 200+ teens as they learn, make art & music, build lifelong friendships and explore their individuality in a safe and welcoming environment. This position encompasses a variety of responsibilities that support student's growth and learning during their time in the summer. The Residential Life Teacher position will collaborate with the other RLT's to deliver a residential curriculum, foster a welcoming dormitory community, and supervise an assigned group of students

Our employees are part of an intentional residential experience that values belonging and community. We seek applicants who find joy in their work and help others realize how much fun authentic, student-centered learning can be.



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OUR MISSION: The Putney School is a progressive secondary boarding school on 600 acres in Vermont. Since its founding in 1935, the school's character and governance have been based on collaboration and shared values rather than competition. We are a community of people who think for themselves, invent, design, experiment, compose, write, build, and chase down new ideas. Each employee makes a significant contribution to the school's success, and it is our expectation that each employee will always have the wellbeing of the whole school in mind.

Since 1987, Putney Summer Arts has welcomed a diverse community of young artists and arts professionals to the Putney School campus each summer. Located on a working farm in Southern Vermont, we provide an intimate space where students passionate about the arts receive support and inspiration to focus on furthering their artistic practice and learning. Hands-on learning is embedded in the program's culture: expansive arts offerings, a working dairy farm, and community based events. Our teachers are experienced educators and practicing artists, many of whom return year after year. Summer Arts is a community of young artists, arts educators, and professionals who believe teens can be their truest selves through the making of art in an environment where learning collaboratively and taking risks is celebrated.

Putney is a leader in progressive education and is committed to the ideals of social justice. Our commitment to social justice work is embedded in our stated fundamental beliefs; it is part of our regular work in curriculum design, assessment structures, and professional development to examine, reflect on and promote anti-racist work. The ideal candidate will be eager to participate in anti-racist work and use an inclusive, social justice lens in their work with all students and adults on campus. Building a just and inclusive community is a shared responsibility, and Putney supports all its employees in developing this critical skill set.

JOB SUMMARY: The Residential Life Teachers are responsible for teaching residential skills as outlined in our residential curriculum, provide supervision, and lead evening arts workshops of their own devising to students as assigned. They also lead a variety of afternoon and weekend activities. RLT's live in the dorms with students and create a positive dorm culture. They will also serve as advisors to a small group of students within their dorm spaces, and be expected to check in weekly with the summer office team.

ESSENTIAL DUTIES:

- Exhibit the behavior of a positive mentor and role model as a responsible member of the Summer Arts community
- Follow and teach the residential curriculum
- Lead assigned students through cleaning duties in dorms and teaching various residential skills to their dorm groups
- Lead students in various afternoon activities (team sports, basic cooking skills in test kitchen, quiet art activities)

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- Prepare and teach an Evening Arts workshop to a group (up to 8 students)
- Supervise students during various times of the day and as necessary whether individually or in activities as assigned (afternoons, weekends, off-campus field trips, special events, etc.), and keep attendance of assigned students (reporting missing students promptly)
- Fill out incident reports in a timely manner, highlighting positive and negative situations, in order to inform the summer office team
- Form positive, professionally appropriate relationships with students and staff
- Be familiar with the Putney School campus and all Putney Summer Programs policies and practices
- Reinforce all policies and guidelines, while maintaining a positive rapport with students and staff
- Engage with students at meals, in assemblies, at special events, etc.
- Support healthy student habits
- Address student concerns when they come up
- Engage with students to resolve any misunderstandings of expectations
- Participate in community-wide activities on and off campus
- Attend and participate in regular residential life meetings
- Other duties as assigned (by Summer Program Directors)

MINIMUM QUALIFICATIONS:

- High School Diploma or higher
- Must be 21 years of age or above
- Eligibility to work in the United States; ONE of the following:
 - US citizenship
 - Hold a US Resident Alien card
 - Possess or obtain at candidate's expense a US work permit that does not expire until after the final date of employment (July 27, 2025)
- Must pass a criminal background check and a sexual offender registry check
- Since this role involves building trust and authentic relationships with our community, we seek candidates who align with The Putney School's Fundamental Beliefs; prioritize diversity, equity, inclusion, justice, and belonging; and are enthusiastic about contributing to our mission.

PREFERRED QUALIFICATIONS:

- Willingness to support and value all aspects of our teen Summer Arts environment
- Posses a valid driver's license
- Enthusiastic with exceptional interpersonal and leadership skills
- Mature, responsible, reliable, punctual, flexible, and have high moral character
- Prior experience with a summer program
- Prior experience and interested in working with teens
- Willingness to make mistakes, ability to problem solve, and can approach misunderstandings and move forward
- Confidence in working autonomously; confidence in working in person with others
- Willingness to ask questions for guidance when uncertain
- Ability to multitask and work in a fast-paced environment



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- Able to manage stress and strain in the work environment
- First Aid Certification
- AV tech / event management
- Photography
- Gallery coordination experience

PHYSICAL REQUIREMENTS: This job includes manual labor. Expect to participate and lead in afternoon activities (team sports, hiking, etc), regular dorm cleaning, and lead an overnight camping trip. Lifting and carrying supplies for various activities, as well as moving furniture, will be required.

THINGS TO EXPECT:

- Long work days with changing schedules
- No smoking or vaping for the duration of the program
- No alcohol, drugs or illicit substances for the duration of the program
- No internet-ready devices (including smart watches) outside of your assigned dorm room
- No pets
- Employment is contingent on enrollment

QUESTIONS: Any questions about the position should be directed to Assistant Director Sarah Doran at sdoran@putneyschool.org or 802-387-7335

The Putney School Summer Arts is a program of The Putney School, a 501(c)(3) tax-exempt organization.