

# Taskforce Volunteer Girls Dean

Call ID: NAD-UCA-000276-2024

Where: Spangle, WA, United States

When: Aug 12, 2024 - Jun 12, 2025

## Summary

The profession of Deaning is not for the faint of heart. Every Dean's job description is going to vary from experience and location, but the core requirement necessary for successfully serving as a Dean and living to tell the tale is openness. Being open to what serving teenagers might mean. Being open to listen to the tenth plus tale of woe that day and still sympathize. Being open to being called from your bed yet again because someone is making poor choices. Being open to God asking you to give grace when it feels like you have no more to give. Deaning is ministry.

This ministry requires:

- Flexibility
- Punctuality
- Basic clerical skills (Microsoft)
- Interpersonal skills
- A willingness to manage the unexpected
- General good health/mobility
- Open and visible relationship with Jesus
- Open support of Seventh Day Adventist beliefs/practices
- Open support of UCA policies and procedures

Daily Duties could include, but are not limited to:

- Being responsible for answering/monitoring the On Duty Phone
- Recording/sharing data with relevant team members
- Basic medical interventions
- Remaining available in the office whenever possible while On Duty
- Dormitory employee oversight and management
- Communicating and responding to parent needs and questions
- Substitute teaching and/or lunch supervisions as assigned by Administration
- Weekly meetings with Dorm and general staff
- Occasional Worshipers
- Continued Dormitory upkeep and functions

- Duties as assigned by Head and Assistant Head Deans and Administration
- Grace and understanding with undeveloped brains and emotions
- Comfortable with holding a line

This position will stretch you in ways that will surprise you. You will feel tired and drained at times, but the potential impact you will have on the lives and relationships, personal and spiritual, that your students are developing is monumental.

**Destination**

Spangle, WA United States

**Term**

Long-Term, 10 - 10 months, Aug 12, 2024 - Jun 12, 2025

**Position**

Type: Dean, Total People Required: 2, Target Age: 21years old - 25 years old

**Finances**

Cost: \$0.00, Monthly Living Allowance: \$1,000.00, Local Currency: USD, Finance Type: Fully Sponsored

**Lodging & Food**

Lodging & food are provided by the school. Lodging provided in a small dormitory apartment.

Restrictions: Not Specified

Gender Lodging: Female

Marital Status Lodging: Single

Child Accommodations: Not Specified

**Health Notes**

Not Specified

**Dress**

Acceptable:

Expected to meet the dress code as outlined in the school handbook.

[handbook.pdf \(ucca.org\)](#)

Unacceptable:

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**Duties**

Responsibilities in the dormitory will include but are not limited to spiritual oversight of the dorm and its programs; professionally communicating with parents, students and fellow staff members; driving students to appointments; and

overseeing dorm operations including supervision of student activities, worships, study halls and work programs. Other duties may be assigned by the administration on an as-needed basis.

- A growing relationship with Jesus as a member of the Seventh-day Adventist Church and committed to its values and standards.
  - Good communication skills
  - Experience working with teens.
  - Flexibility
  - Organized
  - 21+ years of age
  - Team player
  - Clear driving record
  - Clear background check
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### **Experience**

Not Specified

### **Education**

High School

### **Education Concentration**

Not Specified

### **Languages**

English (fluent)

### **Trade Skills**

Any

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**Host**      « Private »

**Host Contact** « Private »

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### **Travel Documentation**

#### **Travel**

Destination City	Spangle, WA	Destination Airport	Spokane, WA
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#### **Medical**

Required Inoculations	(not set)	HIV Clearance Required?	No
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Medical Recommendations	(not set)
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#### **Visa**

Visa Required?	No	Visa Type	(not set)
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Visa Application By	(not set)
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Work Permit Required? No  
Work Permit Application By (not set)  
Police Clearance Required? No  
Child Protection Required? Yes  
Send Documentation To (not set)  
Documentation Deadline (not set)  
Visa Travel Details  
(not set)

#### Interview

Phone Interview Required? Yes  
Signed Agreement Required? No

#### Orientation

Orientation on Site? Yes  
Orientation Stipend? No

### Travel Advisory

#### United States

**1** Exercise normal precautions