

Ojai Valley School Job Description

JOB TITLE: **Weekend Resident Coordinator, Lower Campus**

Exempt (Y/N): Yes

Shift: Days with variations

Date: 03/24/26

Approved By: Craig Floyd

Salary: \$36-\$40,000 (depending on experience)

Location: Lower Campus

Supervisor: Campus Directors

Department: Faculty 21

[Ojai Valley School](#) is a pre-kindergarten to grade 12 boarding and day school located on two campuses in Ojai, California. The Lower Campus serves students in grades PK-8 and the Upper Campus serves students in grades 9-12. Since its inception, OVS has held progressive education and character development at the center of its philosophy and practice. "Educating the whole child" is more than a statement of intent. Our academic, residential life, outdoor education programs, and athletics create opportunities for intellectual growth and character development at each level of student maturity. The strength of our program is rooted in integrity, compassion, fairness, responsibility, respect and perseverance.

We seek teachers who are not only knowledgeable about the discipline and who are also equally excited about the subjects they teach. OVS teachers are dynamic, flexible, and collaborative. Our teachers are active in the school community, often serving as advisors, outdoor education supporters and participants, resident counselors, and coaches. The ideal candidate will add energy, excitement, and commitment to a wide range of programs and embrace a diverse and welcoming community.

Summary of Position

Ojai Valley School is currently seeking a full-time **Weekend Resident Coordinator** to begin in August 2026. Specifically, we are looking for an individual with a strong interest in and enthusiasm for working with elementary- and middle-school-aged children. The ideal candidate has a Bachelor's Degree and has experience as a dorm parent. We seek an individual with strong communication and technology skills.

Key Responsibilities & Duties

- A Weekend Coordinator's primary responsibility is the supervision and care of children housed in the dormitory. The Coordinator, with the assistance of the Resident Life Coordinator, must possess the ability to apply common sense and understanding; must be able to deal with problems, understand the child's overall functioning at school, and place the child's well-being above all other priorities. The Coordinator will plan enriching activities and outings throughout the weekend for students to enjoy.
- **Professional Development:** Participate in staff meetings, curriculum planning, and professional growth activities. Ability to communicate effectively in writing and verbally with the administration, parents, advisors, and resident counselors regarding student progress.
- **Other General Duties:** Plan and supervise weekend activities, including driving students in a school passenger van, monitoring students' technology use, and supervising weekend study halls. Participate in the Outdoor Education Program, which includes two class camping trips and one class hike. Lead or assist in coaching duties and school electives, such as class advisor or student council.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: A Bachelor's Degree in a relevant field or graduate degree or teaching credential is preferable; or two to four years related teaching experience and/or training; or equivalent combination of education and experience.

Certificates, Licenses, Registrations: California driver's license preferred; current CPR and First Aid certification preferred, California Teaching Credential preferred.

Mathematical and Reasoning Skills: Ability to add, subtract, multiply, and divide in all units of measure, and the ability to calculate grades. Ability to define problems, collect data, establish facts, and draw valid conclusions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear and taste or smell. The employee is occasionally required to stand, walk for long hours; be okay with bending, squatting, kneeling and climbing; sit; use hands and fingers a lot to handle, grab or feel objects, tools, or controls; reach with hands and arms; and climb or balance on uneven ground or while carrying things. Be able to go up and down ladders or stairs; The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, wear safety gear like gloves, goggles, helmets etc.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions that are hot, cold, loud, dusty and/or wet. The noise level in the work environment is usually moderate.

Ojai Valley School is an equal opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religions, sex, national origin, disability or veteran status. To submit your resume, or for further assistance or information, please contact Morgan Middough at ovsjobs@ovs.org.