



**SIP Chaperone Job Description**  
**June 17 – July 14, 2012**  
**Summer Intensive Program (SIP) at Colorado Ballet**

Position Description:

The SIP Chaperone position includes, but is not exclusively limited to, the following duties:

- Providing friendly and professional assistance to all the dormitory students
- To be a point of emergency contact for all parents of students staying in the dormitories
- Transport dormitory students to and from the hospital as needed
- Escort under 18 year olds to and from Campus Village for summer classes Monday through Saturday, weekend activities, weeknight activities, and other activities as needed
- Communicate issues between dormitory students and other students, Campus Village, and summer activities
- Assist the Academy Coordinator in creating a schedule of weekend and weeknight extracurricular activities
- Notify or collect mail for students as it arrives at the Campus Village Apartments
- Attend and supervise weekend and weeknight group activities
- Check in and checkout students, with signed permission forms, to friends and family members. The chaperone reserves the right to not allow all students off premises without prior permission.
- Overnight duties include: supervising under 18 year olds, ensuring that they do not leave the facilities without permission and assisting with all on-call concerns
- Supervise and administer check-in/check-out policies for all under 18 year old students staying in Colorado Ballet Academy's summer dormitories at Campus Village Apartments at Auraria: 318 Walnut Street, Denver CO. All students must not leave the dormitories without supervision or without being checked-out first
- The chaperone position may also include supervising a few Intermediate Ballet summer intensive dormitory students (ages 8-11) from June 18<sup>th</sup>-June 29<sup>th</sup>.

Schedule:

Tentative Sunday, June 17, 2012 schedule:

**Beginning at 9am - as needed** – Transport SIP students to the dormitories, mileage

compensation provided

**3:00-5:00pm** – Students check-in to the dorms and receive welcome packets, keys, etc.

**5:30pm** – Welcome Meeting at Campus Village Apartments

**6:00pm** – Take students to dinner

Tentative June 18 – July 14, 2012 schedule:

***Monday - Friday:***

**8:30am-9:30am** – Transport under 18 year old SIP and Intermediate Summer Intensive students to Colorado Ballet Central via RTD

**10:00am** – Drop off students at Colorado Ballet Central: 1278 Lincoln Street, Denver

**10:30am – 2:30pm** - Free time to schedule events, take care of any sick students at the dorms, and take care of various duties as needed

**2:30pm** – Pick up Intermediate Summer Intensive dormitory students (ages 8-11)

**5:00pm** – Return to Colorado Ballet Central to pick up under 18 year old girls

**Evening** – group dinners and outings as scheduled or needed

***Saturday:***

**9:30am** – Transport under 18 year old SIP students to Colorado Ballet Central

**10:00am** – Drop off students at Colorado Ballet Central: 1278 Lincoln Street, Denver

**11:00 am** – Return to Colorado Ballet Central to pick up under 18 year old girls

**11:00am-** Free time to schedule events, take care of any sick students at the dorms, chaperone weekend activities, and to take care of various duties as needed

***Sunday:*** Assist and chaperone weekend activities as needed

*Note: The schedule is tentative and subject to change.*

Activities:

The chaperone is required to supervise all students under the age of 18 at all times. Many weekends will have fun activities planned for students such as:

- Denver Art Museum
- Denver Zoo
- Elitch Gardens, Theme and Water Park
- Cherry Creek Arts Festival
- July 4<sup>th</sup> BBQ, hosted by the Campus Village RAs
- Movie Night at the Denver 15 Pavilions Movie Theater
- Shopping on the 16<sup>th</sup> Street Pedestrian Mall and group lunches/dinners

Compensation:

Compensation for your services will be a \$2,000 stipend, paid at the rate of \$500 per week for each of the 4 weeks. You will be paid on Friday of each week (June 22, June 29, July 6, and July 13, 2012).

Other compensations include:

- School credit or internship credit as needed.
- RTD Public transportation pass valid from date of arrival to date of departure
- Mileage reimbursement at current the Colorado State Department rate. I.e. For July 2011, mileage reimbursement was at \$0.555/mile. Mileage will be reimbursed up to a total of \$150. Mileage mostly to be used for transporting students to and from airport/bus locations and driving students to the hospital or doctors as needed. Using the public transportation system as much as possible for transporting students to and from the dorms and the studios is encouraged.
- Activities reimbursement: Activity admissions will be reimbursed with receipts, and up to a total of \$150.
- Meal compensation will be provided in the form of meal reimbursement with receipts turned in at the end of the program. Outside group meals will be covered up to the amount of \$100. Meal compensation includes the price of food, tax, and tip. A check for meal reimbursement will be sent to the chaperone directly with mileage and activity reimbursement after the conclusion of the SIP program.

To Apply:

Interested candidates should send their cover letter and resume to:

**By Mail**

Phoebe Coleman  
Colorado Ballet  
1278 Lincoln Street  
Denver, CO 80203

**By Email**

Phoebe.Coleman@ColoradoBallet.org

**By Fax**

(303) 861-7174

Thank you for your interest and we are looking forward to a great SIP!