Assistant Girls Dean

Call ID: NAD-MBA-000802-2026
Where: La Selva Beach, United States
When: Aug 10, 2026 - Jun 3, 2027

Summary

Assist in the day-to-day operations of the Girls' dormitory (Hixson Hall) on this oceanfront campus at Monterey Bay Academy

Destination

La Selva Beach United States

Term

Long-Term, 10 - 12 months, Aug 10, 2026 - Jun 3, 2027

Position

Type: Dean, Total People Required: 1, Target Age: Any

Finances

Cost: $0.00, Monthly Living Allowance: Up to $200 Reimbursement, Local Currency: USD, Finance Type: Regular (Shared Funding)

Lodging & Food

Included

- Travel to and from location - up to $1,000 for a round trip with two luggage included
- Local travel
- Medical Insurance
- Utilities
- Daily Food/Meals
- Monthly living allowance - Up to USD $200 **(Reimbursement)**
- Accommodation in a shared residency

Note: For travel/ticket reimbursement, we cover up to a maximum of $1,000. If the ticket cost is below this amount, the exact value of the ticket will be reimbursed at the end of your volunteer service. Exceptions may apply if previously agreed upon; however, in general, reimbursement is issued after the completion of service.

Restrictions:

Note: For travel/ticket reimbursement, we cover up to a maximum of $1,000. If the ticket cost is below this amount, the exact value of the ticket will be reimbursed at the end of your volunteer service. Exceptions may apply if previously agreed upon; however, in general, reimbursement is issued after the completion of service.

Gender Lodging: Female

Marital Status Lodging: Single

Child Accommodations: Not Specified

Health Notes

Not Specified

Dress

Acceptable:

Acceptable Dress: Casual and modest for a Christian School, otherwise, when you get here you can ask for a dress code for all employees and staff, volunteers.

Unacceptable:

Duties

Monterey Bay Academy seeks an Assistant Girls' Dean volunteer for the 2026-2027 School Year.

The Assistant Dean will work approximately 40 hours a week alongside the Head Dean and Associate Dean in the day-to-day operations of the dorm.

This position includes but is not limited to:

- Supervision of the dorm,
- Being a positive role model and mentor to the students,
- Implementing school and dorm policies as outlined in the school handbook,
- Being on duty on scheduled days, evenings, and weekends,
- Giving worship talks if necessary
- Managing student workers (janitors, desk workers, and resident assistants),
- Occasionally transporting students to and from appointments and travel necessities,
- Being available to assist the residents with problems and social interactions with one another,
- Being a team player with the other deans and staff members of MBA.
- The assistant dean also plays a role in helping students learn responsibility and independence, as well as
- providing a Christian role model for the students.

Important:As a volunteer, we rely on your support as needed for various activities, including weekend supervision during special events when staff are involved. All volunteers will be scheduled to assist in the Cafeteria Department one day per week, unless prior arrangements have been made due to physical conditions or other restrictions.

Experience

Qualifications

- Fluency in English

- At least one year of College Education
- Students majoring in Education, Psychology, Social Work, and related areas are preferred.
- Excellent communication skills
- Preference for someone with experience working with teens in a boarding school
- Flexible and Organized
- Capable of handling medical or emotional emergencies until experienced help arrives.
- The applicant must have good judgment and conflict management skills.
- Must display strong interpersonal skills.
- A strong and growing relationship with God should be evident.
- Punctual and reliable
- Flexible in all situations to help the school with different needs when necessary
- Reflect Christ's character to students through their lives and interactions.

Education

High School

Education Concentration

Not Specified

Languages

English (fluent)

Trade Skills

Any

Host	« Private »
Host Contact	« Private »

Travel Documentation

Travel

Destination City	La Selva Beach	Destination Airport	San Francisco

Medical

Required Inoculations	(not set)	HIV Clearance Required?	No
Medical Recommendations	Not Included - Visa - Medical/Inoculations - Excess Baggage - Travel to and from within the country of the volunteer		

Visa

Visa Required?	Yes	Visa Type	1
Visa Application By		Volunteer / Sponsor	
Work Permit Required?		No	

Work Permit Application By	(not set)
Police Clearance Required?	No
Child Protection Required?	No
Send Documentation To	cgonzalez@montereybayacademy.org
Documentation Deadline	(not set)
Visa Travel Details	

Additional Information

- Destination City: La Selva Beach
- Airport: Norman Y. Mineta San Jose International Airport (SJC) or San Francisco International Airport (SFO)
- Required Inoculations US Government Standards
- Visa Required
- Visa Type:B1/B2
- Who Applies: Applicant
- Preference will be given to volunteers who already possess a B1 US Visa
- Child Protection Clearance Required
- **After you have been voted into this position by the General Conference, your volunteer status will be changed to "Assignment Voted." You must then provide your travel itinerary to: 1) your place of service, 2) your Home/Sending Division so they can request insurance for you, and 3) your sending organization (if you have one). To do this, please log on to your AVS website account where you can email it automatically to the organizations previously mentioned.**
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Photo credit: facebook.com/montereybayacademy

Interview		**Orientation**	
Phone Interview Required?	Yes	Orientation on Site?	Yes
Signed Agreement Required?	Yes	Orientation Stipend?	Yes

Travel Advisory

United States

1 Exercise normal precautions