

<b>CONTRACT PERIOD:</b>	<b>Fall:</b> Beginning of Residence Life Staff Training (mid to late August 2019) until 24 hrs. after last scheduled exam (December 2019). <b>Winter:</b> Opening of residences until noon on check-out day (April 2020).
<b>REMUNERATION:</b>	The hours expected of a Programme Facilitator vary according to the needs of the community. Programme Facilitators will receive a stipend of \$4349.53 /semester, an RLS Meal Plan and are guaranteed a single room in residence. Programme Facilitators are responsible for covering their Residence fees and will pay a RLS Room Rate.
<b>REPORT TO:</b>	Programme Facilitator will report directly to the Manager, Residence Learning Communities, who will provide training, support and assistance in the execution of their responsibilities.

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## POSITION SUMMARY

Programme Facilitators are senior students who are expected to act as mentors and offer support to students living in their assigned house. They have responsibility for community management and community building, in addition to providing enhanced learning opportunities around the house theme. Programme Facilitators are expected to develop quality working relationships with their colleagues. Programme Facilitators are expected to demonstrate a commitment to Residence Life by working to create a sense of community that contributes to individual growth.

## RESPONSIBILITIES

### A. COMMUNITY BUILDING & MANAGEMENT

- Live in the assigned Living Learning Centre and serve as a resource to the students in your house.
- Hold bi-weekly house/floor meetings.
- Establish, develop and maintain an open relationship with each member of your community, regularly interacting with each resident. Be alert to the needs of new students.
- Be available to residents regularly, particularly in the evenings and on weekends and provide information to them as to when you will be available.
- Encourage residents to take an active role in protecting, managing and building their own community.
- Assist residents with their understanding of and application of community living.
- Mediate roommate and floor problems with the students involved. Explore all possibilities with students and refer as necessary.
- Promote academics and lifestyle balance in the Residence.
- Be familiar with academic and personal services on campus and, utilize and refer students as required, with an understanding of one's own personal limits.
- Be an effective peer helper to students as appropriate and within your own personal limits.
- Encourage residents to understand safety issues and concerns on and off campus.
- Role model and enforce the *Residence Community Living Standards*.
- Encourage and support residents with their involvement within Residence and on campus.

### B. TEAM DEVELOPMENT

- Attend weekly Staff meetings.
- Participate in team socials and teambuilding.
- Support the efforts of the other Programme Facilitators and the other LLC communities.
- Work closely with the Hall Council in your house.
- Encourage idea sharing, team building and a positive work environment among team-mates.

### C. PROGRAMMING

- Develop and submit a Programming Plan proposal by the second week of each semester. These should include:
  - Proposal of ideas for programmes, tasks and completion dates
  - The needs of the residents and the house theme to be met
  - Proposed budgets to be approved by the designated supervisor.

- Semester Programming Requirements include:
  - Complete 1 smaller weekly theme-based programme (ex: Eco House Soup Kitchen).
    - i. 2 per semester should involve faculty
  - Complete 1 larger theme-based active program per semester, excluding December and April (ex. Eco Village, World on a Plate, Reveillon)
  - Complete 1 academic-focussed active programme per month.
  - Complete 1 passive programme per month.eg bulletin board or newsletter
  - Support hall and Campus-Wide programs throughout the course of the year.
  - Facilitate and participate in new student orientation activities, provide LLC specific orientation opportunities for students.
  - Provide stress-buster activities during exam period in collaboration with Hall Council.
  - Implement other programming, as required by the Living Learning Centre community.
- Practice risk management when planning and implementing programmes.

#### **D. COMMUNICATION & ADMINISTRATION**

- Read and familiarize yourself with any publications and training material distributed by SHS.
- Communicate and help residents understand *Residence Community Living Standards* and other SHS policies.
- Communicate regularly with the designated supervisor through weekly logs, meetings, drop-ins, email, voicemail and other documentation as required.
- Use online resources through the RLS website such as the Conduct Coordinator (MyCoCo) software to properly and promptly document incidents, and online logs to record programmes and on-call activities.
- Report all facility issues to the Residence Desk and document in your weekly log.
- Ensure privacy is maintained with respect to residents' behaviour and incidents occurring in residence.
- Develop and submit a Programming Plan by the second week of each semester (See Section C).
- Work to promote the LLCs to the rest of the campus community (eg. Campus Days, Fall Preview, College Royal) and provide learning opportunities for other residence students (eg. World on a Plate, Open House).

#### **E. ON CALL & EMERGENCY RESPONSE**

- Assume on-call shifts according to the schedule and conduct responsibilities as outlined by a designated supervisor (examples: carrying the on-call phone, rounds, checking fire extinguishers).
- Check-in with the Desk and pick-up the on-call radio at the beginning of each on-call shift.
- Utilize the appropriate individuals while on call, including the RLM On-Call.
- Utilize appropriate radio protocol and language when on call.
- Maintain a solid understanding and communicate to residents the *Residence Community Living Standards* and all emergency procedures including fire drills and fire safety information.
- Respond appropriately to violations *Residence Community Living Standards* and to the emergency and crisis situations as per response procedures.
- Participate in the fire watch system if requested by a designated supervisor.

#### **F. ROLE MODELLING**

- Meet the standards within the *Residence Life Staff Code of Conduct* and expectations as outlined by the designated supervisor. Role model appropriate personal behaviour and academic success at all times.
- Develop positive relationships with Desk Staff, Housekeeping Staff, on-call RLS teams, and other members of the Residence community.

#### **G. ADDITIONAL DUTIES**

- Additional duties as assigned by the designated supervisor, or designate.

#### **STATEMENT OF DECLARATION**

The health and safety of students, staff, and guests in the residence is a paramount concern for Student Housing Services (SHS). To provide such an environment, SHS employs various staff (e.g., Residence Life Staff [RLS], Guest Table Staff, Duty Staff, etc.) who demonstrate, through selection and performance management measures, superior capacity (a) as a role model, through compliance with expectations (i.e., Residence Community Living Standards [RCLS], Job Description, RLS Code of Conduct, and Employment Contract); and (b) to make independent decisions as a para-counselor to students in need and first-responder in crisis situations (in applicable positions).



## JOB DESCRIPTION F19-W20 PROGRAMME FACILITATOR

In order to ensure quality applicants, SHS will review the residence history of all applicants, which includes, but is not limited to behavioural, conduct, and employment (some positions also must meet an academic standard). Applicants whose non-academic misconduct (i.e. violation of RCLS) or employment history are deemed to be above the acceptable threshold will not be invited to the interview phase. An applicant's behavioural history (i.e. personal wellness, mental health) is reviewed by a non-hiring manager at point of offer. Where there is a bonafide concern with an individual's behavioural history (based on the requirements of the job) an a) offer of employment will be conditional upon the applicant meeting specified expectations that ameliorate the concerns or b) an offer will not be made. Students on Residence Probation are ineligible to apply for SHS staff positions.