



RESIDENCE ORIENTATION CREW POSITION DESCRIPTION

COMMITMENT: Residence Move-In and Orientation Week (September 1-4, 2023)

BENEFITS: Volunteers will be granted early move in access to residence. Additional benefits of the position include job specific training, transferable skills, and professional development opportunities. All Residence Orientation Crew volunteers will receive a free t-shirt and Pizza Lunch on move in day.

REPORT TO: Residence Orientation Crew will report directly to the Residence Life Manager or designate who will provide training, support, and assistance.

POSITION SUMMARY

- Provide assistance moving students into Residence on Move In Day
- Provide information to students/parents about Fleming College/Fleming College Residence
- Promote On-Campus and Residence Orientation Events
- Attend On-Campus and Residence Orientation Events
- Know the Residence Handbook Policies
- Maintain correspondence with other volunteers and coordinator
- Report issues and incidents to coordinator in a prompt manner
- Reserve extra time for first week for events

QUALIFICATIONS

- Passion for helping others
- Experience volunteering is an asset
- Excellent oral communication skills
- Organized, punctual and responsible
- Ability to adapt to new situations and circumstances

ADDITIONAL DUTIES

- Participation on Move in Day, September 1, 2023 & Residence Orientation Activities (September 1-4, 2023)
- Additional duties as assigned by your supervisor, Residence Office or designate.

REQUIRED TRAINING

- Residence Move-In Day Orientation – Thursday August 31 at 3:00pm

OTHER VOLUNTEER OPPORTUNITIES

By being a Residence Orientation Crew you are automatically qualified to volunteer for Residence Council. This is a great way to stay engaged with residence life throughout the entire academic year.