

TERM: Academic Year

BENEFITS: Volunteers will be granted early move in access to Residence. Volunteers will receive a guaranteed a room in residence. Additional benefits of the position include job specific training, transferable skills and professional development opportunities.

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

POSITION SUMMARIES

- 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
- Additional duties as assigned by your supervisor, Residence Office or designate.

TRAINING

- Residence Move-In Day Orientation

OTHER VOLUNTEER OPPORTUNTIES

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