



# RESIDENCE MOVE-IN & ORIENTATION VOLUNTEER POSITION DESCRIPTION

**COMMITMENT:** Residence Move-In and Orientation Week (August 30, 2024-September 2, 2024)

**BENEFITS:** Volunteers will be granted early move in access to residence (Volunteer Move-In on Thursday August 29, 2024). Additional benefits of the position include job specific training, transferable skills, and professional development opportunities. All Residence Move-In & Orientation Volunteers will receive a free t-shirt and Pizza Lunch on move in day and will receive CCR credit.

**REPORT TO:** Residence Move-In & Orientation Volunteers will report directly to the Manager, Residence Life or designate who will provide training, support, and assistance.

## POSITION PURPOSE

Residence Move-In & Orientation Volunteers are essential part of making Residence Move-In and Orientation a success! They provide support to the Residence Life and Housing Services team while assisting with the move-in of their peers and facilitating Orientation activities. Residence Move-In & Orientation Volunteers lend a helping hand, answer questions, promote on-campus events, and help create a positive experience for incoming students!

## POSITION SUMMARY

- Provide assistance moving students into Residence on Move-In Day (August 30, 2024)
- 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 (August 30, 2024 – September 2, 2024)
- Know the Residence Handbook Policies
- Maintain correspondence with other volunteers and Manager, Residence Life
- Report issues and incidents to Manager, Residence Life 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 in Move-In Day (August 30, 2024) & Residence Orientation Activities (August 30, 2024 – September 2, 2024)
- Additional duties as assigned by your supervisor, Residence Office or designate.

## REQUIRED TRAINING

- Residence Move-In Day Orientation – Thursday August 29 at 3:00pm

## OTHER VOLUNTEER OPPORTUNITIES

By being a Residence Move-In & Orientation Volunteer 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.