



# RESIDENCE ORIENTATION CREW POSITION DESCRIPTION

**COMMITMENT:** Residence Move-In and Orientation (September 4-7, 2026)

**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 wayfinding assistance to students & families on Residence 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

## 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 4, 2026 & Residence Orientation Activities (September 4-7, 2026)
- Additional duties as assigned by your supervisor, Residence Office or designate.

## REQUIRED TRAINING

- Residence Move-In Day Orientation – Thursday September 3 at 3:30pm

## 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.