

RAVEN'S ROOST TEAM MEMBER POSITION DESCRIPTION 2024-2025

The Role of the Raven's Roost Team Member:

Raven's Roost team members will report directly to the Community Managers. The position encompasses a wide range of responsibilities. Over the course of the 2024-2025 academic year, team members will have ample opportunity for personal growth and development while gaining hands-on experience with teamwork, leadership, facilitation, program planning, and implementation.

This position requires an individual with the ability to be an excellent ambassador of the Department of Housing and Residence Life Services as well as Carleton University. The individual suitable for this position will be self-motivated, take initiative, and will be capable of functioning both independently and within a group. This candidate must possess excellent interpersonal and leadership skills, and be willing to commit their efforts to enhance the Residence Life experience through excellent program planning, facilitation, and coordination. The successful individual will also have a commitment to student engagement while demonstrating consistent professionalism, judgment, and problem solving.

The positions of team members are filled by registered full-time students in good academic standing living in residence for the 2024-2025 academic year. Team members work closely with Community Managers, Community Developers, Community Advisors, Residence Fellows, and other members of the Housing and Residence Life Services Department.

Team members are expected to have a firm commitment to the concept of learning in Residence and recognize that the Raven's Roost is a place available for students to connect and participate in organized events, as well as a location for students to develop a sense of community. Team members are responsible for ensuring that the Raven's Roost is a place where students can engage with peers as part of the student experience.

Raven's Roost Team Member Position Responsibilities:

- Attend monthly team meetings with all Raven's Roost Team Members.
- Maintain a welcoming atmosphere in the Raven's Roost by greeting students as they enter, engaging with students throughout working hours, and ensuring all students know about the equipment that is available to them.
- Complete the Opening Shift and Closing Shift Procedures checklist at the beginning of each shift which includes turning on all lights and equipment, charging equipment, general tidying and inventory counts.
- Maintain an accurate tally of students using the space as well as record and maintain student feedback during each shift.
- Facilitate the equipment (controllers, board games, video games, etc.) sign-out and sign-in procedure.
- Facilitate game time sign-ups (ping pong, foosball, etc.) during busy times.
- Organize one activity/event per term with other Raven's Roost Team members
- Assist in the implementation of ongoing programming in the Raven's Roost with the Community Development Team.
- Maintain regular communication with the Community Managers.
- Responding to email, phone calls, and all other forms of communication promptly.
- Arrive on-time for all shifts.
- Assume additional responsibilities as assigned.

Required Skills & Qualifications:

- Applicants must reside in residence at Carleton University for the 2024-2025 academic year.
- Will be enrolled as a full-time student of Carleton University for the 2024-2025 academic year.
- Good academic standing.
- Excellent program planning, facilitation, and coordination skills.

- Excellent understanding of service excellence.
- Ability to work independently as well as with team members.
- Demonstrated commitment to student development and community building.
- Demonstrated experience in implementing programs/events.
- Demonstrated ability to exercise judgment and use initiative in interpreting and applying a variety of procedures, policies, and practices.
- Leadership experience.
- Excellent communication, interpersonal, and problem-solving skills.
- Organization, time management, and administrative skills.
- Initiative and creativity.
- Experience in other student leadership initiatives is an asset.

Terms of Employment

- The Raven's Roost Team Member position is an eight month contract from September 3rd, 2024 to April 26th, 2025.
- Move into Residence by September 2nd, 2024 and attend training the week of September 3rd, 2024 (specific date TBC).
- The time requirement for the position is approximately 10 hours per week.
- This position requires evening and weekend work.
- Complete any assigned learning modules and readings, and attend designated development opportunities.
- Any requests for leave or accommodated absences must be submitted in writing to the Community Managers for approval.

Remuneration

- The rate of pay for the Raven's Roost Team Member position is \$17.50 per hour.