Position Title: Raven’s Roost Team Member

Rate of Pay: $15.00 per hour
10 hours per week (approximately)

Department: Housing & Residence Life Services

Terms of Position: Thursday, August 29, 2019 to Sunday, April 19, 2020

The role of the Raven’s Roost Team Members
Raven’s Roost Team members will report directly to a Community Manager. The position is multi-faceted and encompasses a wide range of responsibilities. Over the course of the academic year, Team Members will have ample opportunity for personal growth and development while gaining hands-on experience in teamwork, leadership, facilitation, program planning and implementation.

This position requires an individual with a demonstrated ability to be an excellent ambassador of the Department of Housing and Residence Life Services, and Carleton University. The individual suitable for this position will be self-motivated, take initiative and 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 skills. 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 2019/20 academic year. Team Members work closely with a team comprised of Community Managers, Community Developers, Community Advisors, Residence Fellows, and other members of Residence Life Staff.

Team Members are expected to have a firm commitment to the concept of residence living 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 go to engage with other students, as part of the student experience.

Educational Priority:
Living in residence at Carleton University will cultivate engaged leaders in their current and future communities.

Learning Goals:
Self-Awareness is a student’s ability to recognize and reflect on the process of developing their identity and purpose.

Positive Relationships are a student's ability to intentionally interact and establish respectful relationships with others.

Community Engagement is a student’s ability to recognize and demonstrate the shared values for the betterment of the communities in which they live.
Team Member Position Requirements

- Move into Residence on Thursday August 29th, 2019
- Attend training sessions on Friday August 30th, 2019
- Attend team meetings with all Raven Roost Team Members in September, October, November, January, February & March (Dates to be confirmed). Begin working shifts during Move-In Weekend (August 31st & September 1st)
- Maintain a welcoming atmosphere in the Raven’s Roost through 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, general tidying and inventory counts
- Maintain an accurate tally of students using the space and record and maintain student feedback during each shift
- Facilitate equipment (controllers, board games, video games, etc.) sign out and sign in
- Facilitate Game time sign ups (Ping pong, Pool table, fuse ball, etc.) during busy times
- Organize 1 activity/event each semester of your choice during a working shift
- Assist in the implementation of ongoing programming in the Raven’s Roost with the Community Development Team
- Maintain regular communication with Community Managers
- Responding to e-mail, voice mail and all other forms of communication promptly
- On-time for all shifts
- Assume additional responsibilities as assigned

Required Skills & Qualifications:

- Will be enrolled as a full-time student of Carleton University for the 2019-2020 academic year living in residence.
- 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
- Demonstrated appreciation of diversity
- Demonstrated leadership experience
- Excellent communication, interpersonal and problem-solving skills
- Organizational, time management and administrative skills
- Initiative and creativity
- Experience in other student leadership initiatives is an asset