



Community Leader Job Description

PURPOSE

The Community Leader (CL) is selected to be an integral member of the Residence Life staff. The CL reports to and is directly accountable to the Area Coordinator (AC) of the building to which he or she is assigned. The CL works closely with other Residence Life staff members to serve the students of Rochester College's residence halls. The CL lives with and serves the residents of their hall by creating an open and safe environment that will enable the residents to develop to their fullest potential intellectually, ethically, socially, spiritually, and morally in the context of a community. In addition, the CL aims to provide challenge and support to the residents in their growth toward effective leadership, responsible citizenship, identity development, and personal success. The specific qualifications and responsibilities for a Community Leader are outlined below.

QUALIFICATIONS

- Be in good academic and judicial standing with Rochester College
- Exhibit an active and growing Christian faith
- Demonstrate enthusiasm for the college, students, faculty, staff and co-curricular programming
- Posses an in-depth knowledge of the institution and its resources
- Communicates effectively both verbally and written; as well as interactively with various technologies
- Be willing to help students with personal concerns (including, but not limited to: housing, parking, social interactions, self-care, academic pressures, loneliness, etc.)
- Demonstrate sensitivity/interest in diversity/cultural differences; ability to effectively communicate with a variety of personalities
- Function effectively in a team environment
- Exhibit strong analytical and problem-solving skills
- Have the ability to prioritize multiple tasks and responsibilities

RESPONSIBILITIES

Community Development: The Community Leader will serve in the residence hall by mentoring residents, encouraging residents to become involved in the residential and campus community, and by supporting and affirming the residents in their efforts to discover and foster their unique strengths.

1. Provide leadership for a community of 20-50 residents within the residence hall and to actively cultivate relationships with each of their residents.
2. Develop and maintain positive relationships with residents through availability, accountability, creativity, credibility, and confidentiality.
3. Engage in intentional conversations with residents.
4. Encourage residents in personal, social, spiritual, and academic development.
5. Support and challenge residents in their spiritual growth and development.
6. Promote cooperation among residents in the areas of facility upkeep, open house hours, quiet hours, etc.
7. Promote and support events on campus and within the Rochester Community.

Administrative Tasks: The Community Leader will be responsible for administrative duties related to the day-to-day operations of the residence halls.

1. Responsible for check in/out of residents at the beginning and end of semesters.
2. Disperse information as deemed by the AC.
3. Participate in regular on call coverage as assigned by the AC.
4. Assist with reports as required by the AC (i.e. incident reports, room change requests, maintenance/housekeeping requests, intentional conversation reports, etc.)
5. Plan and implement programs each semester
6. Perform assigned tasks in a timely and professional manner and meet assigned deadlines consistently.
7. Perform other duties as assigned by the AC and Assistant Dean of Community Living.

Support of Policies and Standards: As employees of Rochester College, the Community Leader (CL) is perceived as a representative of the College in his/her relationships and contacts both on and off campus. CLs are expected to uphold institutional and residential standards and policies as outlined in Rochester College's Student Handbook.

1. Be thoroughly familiar with Rochester College's Student Handbook.
2. Communicate all disciplinary problems promptly to the AC along with accompanying incident reports.
3. Communicate and model behavior and policy expectations of Rochester College to residents in the residence halls and the campus community.
4. Confront inappropriate behavior when it occurs and take necessary follow-up measures.
5. Assist with conflict resolution regarding roommate problems.
6. Support and do not openly disagree with college regulations. Seek appropriate channel to discuss the issue at hand to address the disagreement.

Staff Training and Development: The Community Leader (CL) is expected to participate in staff training, which is designed to develop the CL to have the necessary skills to perform their job and meet expectations.

1. Arrive early to campus for scheduled Fall and Spring Training sessions.
2. Fulfill opening and closing responsibilities (i.e. Room Inventories, Maintenance/Housekeeping reports, Check In/Out Procedures, etc.)
3. Attend and participate in staff meetings and individual one on ones with the AC.
4. Participate with the AC in mutual performance evaluations based on job description.

TIME COMMITMENT

Although it is difficult to quantify a ministry role like that of an CL, CLs can expect to put in at least 20 hours/week. Extra-curricular activities should not conflict with the time needed to effectively perform the assigned duties of the CL position throughout the year. CLs are to be available and accessible to residents throughout the academic year.

COMPENSATION

Community Leaders will receive a discount equal to the cost of room and a waived private room fee (if space is available). Additionally, each RA will receive a stipend of \$750 per semester to be paid out bimonthly in 8 equal payments in the fall and 7 equal payments in the spring.

The Community Leader position is a one academic year commitment. Reappointment is not guaranteed, but is based upon an exemplary performance record and the successful completion of all interviews and applications required for returning staff. The Community Leader's performance is under continuous evaluation so as to maintain the highest possible standards. Failure to meet any of the qualifications or responsibilities listed in this agreement or specified by the Residence Life Staff may result in personnel sanctions which could include, but are not limited to, verbal or written warnings, probation, or possible termination.