POSITION DETAILS

Position Title: Dorm Coordinator  
Classification Title: Graduate/Undergraduate Academic Assistant  
VP/Faculty: Medicine  
Department: School of Population and Public Health  
Pay/hours: $3,000.00 [paid in one instalment]  
Duration: two weeks plus 2.5 days between June 14th and July 18th, 2019  
Positions Available: 1

JOB SUMMARY

The employment period will include the following dates:

- **June 14th and 15th, 2019** - Staff and Volunteer Orientation Workshop  
- **June 30th to July 14th, 2019** - SSP Camps (full-time including overnight during camps)  
- **July 18th, 2019** - SSP staff debrief session from 12-3pm

The Dorm Coordinator’s role is to supervise the students and staff in the dorm accommodations and to assist them in carrying out their dorm duties in an effective manner. To establish and apply dorm rules with the dorm staff related to: safety, use of space, quiet time, and adherence to curfews, sign outs, managing & monitoring the dorm supplies and consistently communicating these rules to the students. The Dorm Coordinator is expected to live in residence during both weeks of the program (dates listed above). There is a two-day mandatory staff orientation and training that will take place two weeks before camps start and a staff debrief session a few days after camps end. A criminal record check is required **four weeks before** employment begins (due by June 1st, 2019) and reimbursement of payment will occur upon receiving receipt. Food and accommodation are provided during the two weeks of the SSP.

ORGANIZATIONAL STATUS

The Dorm Coordinator takes direction from and reports directly to the SSP Program Coordinator and Manager.

WORK PERFORMED

a) Work Duties
• Supervises the staff/volunteers and assists them in carrying out their dorm duties in an effective manner, including during move-in and move-out, and providing adequate supervision throughout the camps.

• Establishes and applies dorm rules with the dorm staff/volunteers and students related to: safety, use of space, quiet time, and adherence to curfews, sign outs, managing & monitoring dorm supplies and consistently communicating the same to students.

• Develops and executes the dorm schedule of events (i.e. snacks, meetings, laundry, wake up times, etc.).

• Organizes and oversees the use of dorm space, including assignment of rooms, use of common room, snacks, keys, and other supplies.

• Develops and uses communication strategies that help students be aware of their behaviour and responsibilities in and out of the dorm (e.g. attending events, scheduled activities, rules and regulations, meetings, information board, memo pads on doors, etc.)

• Must be aware of the student’s medical information and directing any medical services they may require during the program.

• Assists staff in meal preparation and kitchen duties according to kitchen duty schedule or as needed

• Provides student supervision on-campus (field-trip/excursions).

• Helps provide an enriched, positive, affirming, confidence-building, and stimulating learning environment and experience for the students.

• Seeks opportunities to interact with students informally in order to develop rapport and to share from your own life experiences (e.g. meal time, recreational events, etc).

b) Administrative Duties

• Participates fully in orientation, debriefing and staff meetings.

• Submission of the SSP Staff Feedback Form to the SSP Program Coordinator by July 18th, 2019.

SUPERVISION
The Dorm Coordinator provides supervision to the students throughout the program, on campus and during field trips.

WORKING CONDITIONS
The Dorm Coordinator works in the First Nations House of Learning, lives in UBC residence and attends field trips and cultural events.

PERSONAL SPECIFICATIONS
a) Physical Requirements
   • Healthy.
   • Considerable energy and stamina.

b) Education/Experience
   • Current UBC student.
   • Some knowledge of the sciences and health-related science programs offered at UBC.
   • Experience working in an Indigenous context.
   • Previous evidence of skills related to duties identified.
   • Previous experience interacting with UBC residence would be an asset.
   • Previous experience working with teenagers.

c) Special Skills
   • Organizational and planning skills.
   • Ability to delegate and follow-up for accountability.
   • Skills to work with and develop rapport with Indigenous teenagers.
   • Ability to work closely with the Elder and other staff and volunteers in providing support for students.
   • Crisis and Case Management Skills.
   • Strong interpersonal and communication skills.
   • Collaborative, encouraging and affirming.
   • Compassionate conflict resolution skills are an asset.

Please mail or e-mail your resume, cover letter, and unofficial transcript by FRIDAY, MARCH 15th, 2019 at 4:30pm to:

Drew St. Laurent, Senior Operations Manager, Centre for Excellence in Indigenous Health.
Email: drew.stlaurent@ubc.ca

Please address any questions to:
Leah Walker, Associate Director of Education
Email: leah.walker@ubc.ca
Phone: 604.822.5973