

Campus Life Staff – Job Description

Title: Campus Life Staff Member

Reports to: Dean of Campus Life

Summary

The Campus Life Staff Member will be responsible for non-academic supervision of all students and quality of the boarding life at LCBI. The Campus Life Staff Member will inspire sound Christian and moral values and ensure a healthy spirituality of the students and will nurture the understanding and caring of the emotional needs of the students, on a day-to-day basis.

Core Competencies

- Demonstrates spirited Christian discipleship which undergirds all tasks and interactions with others.
- Clearly conveys information using the tools necessary, engaging others to ensure the message is delivered and understood, creating a positive interaction with confidence and respect.
- Consistently demonstrates a high level of drive. Preserves effectiveness while maintaining composure in highly stressful or adverse situations
- Promotes cooperation and commitment with the Campus Life team towards the attainment of common goals.
- Takes personal responsibility for the quality and timeliness of work and achieves results with a minimum of supervision.
- Earns the trust and respect of others through consistent honesty and professionalism in all interactions.
- Approaches issues and obstacles with an open mind – is able to discover creative solutions to issues and obstacles.
- Coordinates ideas and resources to achieve goals.

Job Duties

- Provide direct, in-person supervision of students during non-academic hours;
- Develop positive, personal and meaningful relationships with students;
- Initiate and maintain communication with parents/guardians;
- Provide coordination of weekend activities for students, participate in extra-curricular activities when feasible;
- Provide for social discipline of students and administer the policy according to the Student Handbook;
- Set guidelines, oversee and monitor good housekeeping practices in the residences;
- Keep records as required;
- Demonstrate the knowledge and skills necessary to provide a safe environment and communicate effectively with all age groups;
- Interface with external contacts: hospitals, schools, RCMP, etc.;
- Demonstrate and maintain strong Christian spiritual and moral values both on and off campus;

- Contribute to nightly cleaning of the dorms while on shift and contribute to the clean-up of dorms before and after the school year;
- Assist with the small scale repair (painting, etc), furniture set up and moving in the dorms as needed.