THE COLLEGE OF
WOOSTER

Community Director

Community Directors (CDs) are an integral part of the Residence Life Team. CDs are paraprofessional staff that has direct and constant student contact. The Community Director is responsible for meeting student needs and managing house and apartment operations, and has additional responsibilities for assisting in planning and implementing various administrative and programming activities of the Dean of Students' Staff. The CD articulates to students the mission and policies of Residence Life and the College, and represents the office as a role model in all facets of College life.

A Community Director is a student employee of the Student Affairs Division. In meeting his or her responsibilities and expectations, the Resident Director is most directly responsible to the Area Director, or his/her designee, for the area in which they serve.

Terms and Conditions of Employment:

- Community Directors must be returning residence life staff members.
- The Office of Residence Life is the primary employer/extra-curricular activity. Other employment, assistantships, and campus involvement should be considered secondary to the RA position/duties. The Community Director job is considered a 10 hour per week position, and therefore CDs are eligible to work 10 hours per week in another position on campus. Positions off campus must be approved by your Area Director beforehand.
- CDs are required to meet full time student status. However, we ask staff members to consider in advance the maximum load that they are able to handle in conjunction with position duties.
- CDs are expected to maintain a minimum cumulative and semester GPA of 2.50. Failure to do so may result in removal from the Community Director position.
- Be accessible during evening hours as well as most weekends. Community Directors will need to communicate weekends away ahead of time with their Area Director.

General Responsibilities Include:

- Ensuring that the residential experience complements the academic program and learning environment of The College of Wooster.
- Providing leadership, support, supervision for the House Managers in your area, and serve as general staff support on campus.
- Being available and receptive to all residents.
- Providing advice and knowledgeable referrals to all student services, support offices, and programs on campus.
- Creating an environment that promotes the health, safety, personal and academic development, and physical well-being of students.
- In accordance with the College of Wooster Non-Discrimination Policy, encouraging sensitivity and respect for all people regardless of age, sex, color, race, creed, religion, national origin, disability, sexual orientation, or political affiliation.
- Assisting and supporting the Deans' Staff, administrators, and faculty.
- Other duties as assigned.

Staff Responsibilities Include:

- Representing the administration by upholding the Scot's Key, the Code of Social Responsibility, College policies, and role modeling through example, education, counseling, conflict resolution, disciplinary action, and Judicial Board proceedings.
- Working closely with the Central Office, including consultation and cooperation on special projects, bi-monthly Senior Staff meetings, regular individual meetings with your supervisor, and periodic individual goal-setting, evaluation, and problem-solving meetings.
- Participating in and/or co-facilitating staff training events, including fall and winter staff trainings and regular in-service programs. This may include helping to plan in-services or regularly presenting at staff training functions.
- Producing and distributing a monthly newsletter which contains some type of educational component for your house residents.
- Informing staff and residents about area and campus programs and events, College policies and procedures, and special announcements.
- Offering two area-wide community builders per semester.
- Making a substantial time commitment to the CD's area of houses that will provide adequate leadership, accessibility, and contact with staff and students.
- Assisting the Central Office with Residence Life processes, and other projects throughout the year.
- Participating in the selection process for Wooster Volunteer Network Program Houses and attendance at the monthly WVN Program House Meeting.
- Completion of 3-5 hours of service to the Residence Life Office, covering the front desk, greeting and assisting visitors, and helping with Residence Life projects.

Building Operations Responsibilities Include:

- Supervising the opening and closing of your area of houses at the beginning and end of a term and at College breaks.
- Managing systems designed to provide smooth checkout processes for students, while maintaining clean exteriors.
- Completing health and safety checks for area houses once during the semester and at closing.
- Completing Room Condition Reports and helping to maintain accurate records of the condition of student rooms at the beginning and end of the year, as well as each time room changes are made.
- Facilitating maintenance and custodial concern follow up with the House Managers.
- The Resident Director should be on campus most weekends, and schedule personal time away from campus in advance with their supervisor.
- Maintaining general security of an area of houses.

Compensation for the Community Director Position Includes:

- Residence in a fully furnished apartment in a residence hall or house.
- Full Room and Board.
- An assigned parking pass for the CD to use the RD parking space close to or adjacent to the building in which they live/work. The pass is intended for the RD space only and should not be misused in other staff spaces on campus. The parking permit is to be used in a vehicle which the CD can prove ownership of.