

## Woodsworth Residence Don Job Description & Expectations

This information is abbreviated from the Residence Don Manual and hiring documents. Please review this information before submitting your application to make sure you have a strong understanding of what the job entails. This is a working document, and as such, some details may change for next year. Don't be shy to address any questions to a member of the Residence Life Office at [residence@wdw.utoronto.ca](mailto:residence@wdw.utoronto.ca).

Woodsworth College Residence is a suite-style community of undergraduate students living in individual bedrooms within units of 4, 5, or 6 students. Students are not required to have a meal plan and are responsible for the cooperative management of their own spaces.

Under the supervision of the Assistant to the Dean, Residence Life (ADRL), Residence Dons work closely with the Lead Dons, the Dean of Students, the Assistant to the Dean, Residence Administration (ADRA), the Residence Facilities Coordinator, the Woodsworth Residence Council, the Front Desk Porters, and Woodsworth College staff and faculty in developing and participating in programs that are engaging and supportive of living and learning environments within the residence. Residence Dons are an important part of the Residence Life Staff (RLS) team. It is expected that Residence Dons will communicate openly and effectively with other members of the team. It is important that Residence Dons recognize that what they do as individuals impacts the entire RLS team and residence community.

The role of a Residence Don at Woodsworth College is diverse and comprehensive. Residence Dons are expected to support the mission of Woodsworth College Residence in providing residents with a safe, secure, diverse, vibrant and cooperative residence community that is conducive to academic success and personal development. Residence Dons are expected to foster a living and learning environment that is both challenging and supportive; that provides structure and encourages feedback to community members and encourages application and integration of individual talents and interests. Residence Dons are expected to encourage all students to contribute in a meaningful way to student groups, university governance, and to the larger urban community.

<b>Reports to:</b>	Assistant to the Dean, Residence Life (ADRL)
<b>Term:</b>	August 17, 2019 – May 1, 2020 (dates to be finalized)
<b>Compensation:</b>	Accommodation and monthly stipend
<b>Eligibility:</b>	Open to full-time undergraduate and graduate students who have completed at least two (2) years of post-secondary education and have a minimum cGPA of 2.3 at the time of application. Candidates must be able to attend the mandatory two-week training program in its entirety which occurs during the weeks before Labour Day. Prior experience living in residence is not required.

### SCOPE OF POSITION & RESPONSIBILITIES

- Our Residence Don Team is made up of nine (9) Residence Dons, including two (2) Lead Dons. Dons are expected to work collaboratively as a team and have regular interaction with one another.
- Residence Dons are responsible for supporting communities of undergraduate Woodsworth College students in houses ranging in size from approximately 30-50 students.

- Dons work as part of a staff team that consists of professional full-time staff, Dons, Front Desk Porters, and work study students. They are expected to act as ambassadors for Woodsworth College and to uphold the residence community standards. As such, it is necessary for them to be effective role models and leaders in residence.
- Dons are a key referral point for assisting students with their personal and academic concerns. Woodsworth College Residence operates with a harm reduction and restorative justice approach which strives to facilitate learning opportunities for students. It is recommended that applicants have a strong knowledge and understanding of equity issues and the ways in which it impacts student experience. Dons are expected to be effective listeners and upstanders who follow appropriate protocol for referrals. They are expected to assist with escalated situations and may connect with students who have experienced challenges or trauma related to suicide, sexual violence, domestic violence, or mental health concerns. Our Dons are trained in these areas and are supported by a live-in professional who is on-call to manage these situations.
- Dons have responsibilities in the following general areas:
  - Community Development:
    - Maintaining a presence in the building and connecting with students and staff on a regular basis;
    - Facilitating social programming once per month for their houses;
    - Facilitating House Council meetings and supporting their initiatives;
    - Creating a building-wide passive program once through the academic year;
    - Facilitating one-on-one Intentional Conversations with each student in their house 4 times per year;
    - Working with the Don team to facilitate building-wide developmental programming 4 times per year.
  - Student Support:
    - Being an active listener and using judgement-free communication with students;
    - Acting as an ambassador for campus resources;
    - Identifying student concerns and making appropriate referrals to staff or campus resources;
    - Setting appropriate boundaries with students and understanding the limits of the Don role;
    - Using an equity and social justice centered approach.
  - Community Management:
    - Using effective communication and conflict resolution skills to assist residents;
    - Providing conflict mediation for the community as needed;
    - Facilitating on-call shifts and nightly rounds of the building:
      - Approximately 6 shifts per month;
      - On-Calls occur from 6:00pm-8:00am nightly;
      - Dons are expected to facilitate rounds of the building after quiet hours;
      - Dons are required to remain in the building and address calls as necessary;
      - Dons are required to provide first aid; manage emergency evacuations such as fire alarms; and support crisis situations;
      - Dons receive support from a full-time live-in staff member.
    - Addressing any infractions of the community standards with students;
    - Supporting student development and transition;
    - Submitting prompt and effective reports at the conclusion of situations.

- Administration:
  - Reviewing and understanding
  - Adhering to confidentiality protocols;
  - Responding to emails within 24-48 hours;
  - Communicating information and updates to students, including putting up posters;
  - Overseeing house fees and managing a programming budget;
  - Completing required reporting conduct within 24 hours;
  - Completing required programming reports on a monthly basis;
  - Attending weekly staff meetings with the entire team;
  - Attending monthly one-on-one feedback meetings facilitated by the ADRL;
  - Facilitating residence tours for campus recruitment days in October and March;
  - Completing suite checks with residents once per term;
  - Addressing conflict with teammates and providing effective feedback;
  - Other duties as assigned.

## **COMPETENCIES & SKILLS**

- Active Listening
- Communication & Conflict Resolution
- Fostering Equity, Diversity, and Inclusivity
- Commitment to Ethics and Integrity
- Teamwork and Collaboration
- Professionalism
- Advocacy
- Critical Thinking and Problem Solving
- Adaptability and flexibility
- Creativity
- Leadership