

## Woodsworth Residence Don and Lead Don Job Description

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. Please 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 from the Faculty of Arts & Science 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.

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>Supervisor</b>	Assistant Dean, Residence Life (ADRL)
<b>Term</b>	August 18, 2023 – May 1, 2024 (Residence Don); August 11, 2023 – May 1, 2024 (Lead Don)
<b>Compensation</b>	The Woodsworth College Residence Don and Lead Don roles are unionized positions that are represented by the USW Local 1998 - College Residence Dons Bargaining Unit. Wages, Benefits and Deductions for these positions are outlined in Article 18 of the collective agreement, available <a href="#">here</a> .
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Being a registered, full-time student at the University of Toronto St. George for the upcoming academic year;</li> <li>• Be in good academic standing at the University of Toronto;</li> <li>• Being able to fulfill the live-in role for the entire academic year and commit to making Woodsworth College their primary home for this period of time.</li> <li>• Being able to attend the mandatory training program in its entirety during the 2-3 weeks prior to Labour Day and In-Service Training in January.</li> <li>• Hold a Standard First Aid and CPR C certification valid until May 1, 2024, prior to the beginning of employment.</li> <li>• Prior experience living in residence and prior Woodsworth College experience is preferred but not a requirement.</li> </ul>
<b>Application</b>	Application Deadline: January 31 <sup>st</sup> at 11:59 pm EST. The application is posted and available from January 11 <sup>th</sup> , 2023 to January 31, 2023.

## **SCOPE OF POSITION & RESPONSIBILITIES**

- **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 3 times per year;
  - Working with the Don team to facilitate building-wide developmental programming.
- **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 and 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 scheduled on-call shifts and nightly rounds of the building as part of a rotation;
  - Provide first aid; manage emergency evacuations such as fire alarms; and support crisis situations;
  - Addressing any infractions of the community standards with students;
  - Addressing conflict situations between residents.
- **Administration:**
  - Reviewing and understanding community standards;
  - 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 regular conduct reporting;
  - Completing required programming reports on a monthly basis;
  - Attending weekly staff meetings with the entire team;
  - Attending monthly one-on-one meetings facilitated by the ADRL;
  - Addressing conflict with teammates and providing effective feedback;
  - Other duties as assigned.

## **COMPETENCIES & SKILLS**

- Communication & Conflict Resolution
- Fostering Equity, Diversity, and Inclusivity
- Commitment to Ethics and Integrity
- Teamwork and Collaboration
- Professionalism
- Critical Thinking
- Problem Solving

- Adaptability and flexibility
- Creativity
- Leadership

In addition to the responsibilities and competencies listed above, Lead Residence Dons have additional responsibilities.

They include the following:

- Team Supervision & Support
- Assisting the ADRL in facilitating Pre-Service training in August and contributing as needed to In-Service Training in January;
- Facilitating an inclusive and supportive team environment that promotes collaboration and engagement between the Residence Don team;
- Managing and maintaining the on-call schedule;
- Supporting residence programming through advising, reviewing and approving programming reports;
- Providing mentorship and support to Residence Don teammates;
- Planning and facilitating monthly team socials;
- Assisting with conflict management among team members and addressing behavioural concerns;
- Supporting residence life initiatives, including those facilitated by the Woodsworth Residence Council, Academic Links, and other student staff;
- Meeting regularly with the ADRL to provide regular reports and updates as needed;
- Other administrative duties as assigned.

## **TRAINING & DEVELOPMENT**

Residence Dons receive two full weeks of comprehensive training prior to the Labour Day weekend, as well as professional development opportunities throughout the year. Lead Dons receive an additional week of training and preparation in August. They are supported in their role by the ADRL, a full-time live-in residence staff member.