

Western Mennonite School Position Description

Job Title:	Dorm Leader
Reports To:	Director of Dorm Life and Assistant
Category:	Voluntary Service (includes a \$4000 stipend, room and board, 100% medical and car insurance if needed, dental and vision available)
Last Revised:	February 2009

Western Mennonite School Mission Statement

Western Mennonite School equips students for a life of faith and learning by providing an educational experience highlighted by five key distinctions: Christ-centered, academic excellence, nurturing community, peace and service, and enrichment opportunities.

OBJECTIVES FOR THE POSITION

Focus on serving the dorm students and dorm life program. Provide leadership support to the dorm director. Be involved in planning and supervision in all dorm life activities. Work on a staff team with the dorm director in building spiritual life and helping cover the dorm.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1. Supervise Community Assistants and Dorm Students:** Work with the dorm staff team in management of evening study hall and all weekday and weekend programs. Participate in weekly dorm planning meetings and daily briefings if called by the director. Supervise all dorm students on campus in organized and spontaneous activities. Assist in training all Community Assistants in jobs, student leadership, and service opportunities.
- 2. Housing and Security:** Support the plan of the dorm director in proper lock-up and supervision of buildings and on campus. Be in charge of keys to buildings. Keep students accountable in proper clean-up and household cleanliness. Organize bathroom cleaning and dorm cleaning assignments. Manage by the current Western Mennonite School dorm handbook guidelines and rules.
- 3. Dorm Life Guidelines:** Promote a quality and positive Christ centered community in the dorm. Model proper Christian character attributes. Confront students with firmness and love regarding the dorm handbook on behavioral problems. Mentor and disciple students as they come with problems or questions.
- 4. Dorm Fellowship:** To promote community between dorm students, spiritual growth and practical opportunities to exercise their faith. Examples: game nights, guest speakers sharing testimonies, worship, open forum discussions and service nights. Use creativity to plan, organize and lead Dorm Fellowship. Be ready and willing to lead a dorm student in a decision for God and to follow the ways of Jesus Christ.
- 5. Spiritual Life:** Work with dorm staff to organize and lead dorm fellowship night once a week. Be willing to work with other spiritual leaders in the community. Encourage, disciple and train CA's in small group communication, leadership, dorm responsibilities, and dorm life activities. Be ready to answer questions that students have regarding the Christian faith.