

approved

STUDENT LABOR POSITION DESCRIPTION

Seabury Center

Most Recently Updated 04/14/99

Position Title: Student Director, Seabury Center
Must work 15 hrs/wk.

I. Grade Level: 6

II. Description:

A. The following are essential duties for the Student Director of the Seabury Center:

1. Manage the assistant directors of Seabury Center.
2. Help in hiring, monitoring and supervising of staff.
3. Lead portions of Seabury Center Labor Meetings.
4. Help in disciplinary matters.
5. Be available during evenings and weekends to handle SC duties.
6. Perform other job-related duties as assigned.

B. The following are *possible additional* duties for this position:

1. Fill gaps due to missed labor assignments by labor.
2. Be available to team members when team leader is absent.
3. Manage events and staff (indoor events).
4. See that the workplace and environs are clean.

III. Learning Opportunities:

- A.** Develop the attributes appropriate to Grade 6 positions: an understanding of leadership in community context; development of responsible autonomy; ability to transmit values and interpretations to others; confidence of self-knowledge and value commitments; living the values of Berea's commitments.
- B.** Excellent chance to develop time management skills.
- C.** Record-keeping and organization skills.
- D.** How to work/relate with individuals from various age groups and positions.
- E.** Event planning and management skills.
- F.** Organization of team and group events.
- G.** Experience in working with computer based programs.

IV. Basic Qualifications:

- A.** General: good written and oral communication skills (phone skills).
- B.** Skill: knowledge of computers.
- C.** Physical: able to handle event set-ups.
- D.** Academic: passing grades.

V. Desirable Qualifications:

- A. Personable!!!
- B. Patient.
- C. Listens well.

VI. Narrative Summary:

Student managed facility assistant directors, helped hire, monitor, and supervise staff, led portions of staff meetings, helped in disciplinary matters. Student may have staffed as needed in absence of scheduled staff, supported team members in team leader absence, and managed events and staff during indoor events.