Description of Don Position

A Don should be a person who identifies with the College and who wants to be centrally involved with its life. They should be people who adhere to the guidelines for community living found in the Student Handbook. The position is intended to broaden the ‘people’ resources available to the residents and to give more students the opportunity to offer leadership in the College. A Don will accept the role as their primary extra-curricular involvement for the term. Beyond the specifics listed below, the Don has a sense of belonging to, and taking responsibility for College life. A Don represents both student concerns and the Director of Student Services’ concerns to the student body.

Specific responsibilities include:

1. Responsibility for residence life after hours as set forth in the Student Handbook. In the absence of the Director of Student Services, the Dons and the Campus Hosts as her representatives carry residence responsibility. During non-business hours, the Dons are encouraged to look to the Campus Hosts for counsel and support.

2. Attending Don Orientation and Larger Leadership retreat generally held for a week prior to the first day of the Fall term. Attending a Don refresher session one day prior to Winter term (for Winter dons) and 1 day prior to Spring term (for Spring Dons.)

3. Attending weekly Don meetings (2 hours approximately in length) and other meetings as requested by the Director of Student Services.

4. Adhering to the weekly and weekend on/off schedule established by the Director of Student Services, Campus Hosts and Dons. On/off schedules require flexibility and will vary on statutory holidays and during exam periods.

5. Weekend lockup and unlocking of the facility, and responding to maintenance issues during these non-business hours.

6. Periodically be available to provide custodial supervision.

7. Remaining in residence for Fall and Winter Reading Weeks.

8. Usually remaining on duty for five to six hours after residence closes at the end of each term for end of term debrief celebratory meal, and facility check.

9. Engaging in community-life activities and events - in particular those planned by the Larger Leadership team.

10. Creating a hospitable environment for students on weekends including hosting some events

11. Personal availability and peer support.

12. Referrals to the Director of Student Services, Chaplain, Director of Operations, and Dean as necessary.

13. Organizing floor meetings (usually 2 per term) and carrying concerns to and from the Director of Student Services, the Director of Operations, and Student Council.

14. Responding to and managing fire panel alarm signals and emergencies.
15. Opening the kitchen for late suppers, administering sheet change, helping with set-ups and take-downs as needed for late-night and weekend Student Council related activities, opening residence room doors for students who are locked-out, administering first aid, and writing incident reports.

16. Serving as an ex-officio member of the Larger Leadership Team primarily to be informed about issues affecting student governance and residence life.

17. Carrying out end-of-term (exit) interviews and room checkouts.

18. Participating in Taste of Grebel if a Fall Don.

19. Spring Dons:
   Working with Grebel Conference Co-ordinator to ensure both student residents and conference guests understand and co-operate with each other.

20. Time Commitment, remuneration and other unique features pertaining to the specific term

**FALL OR WINTER DONs:**

The College requires five students to act as Dons for Fall term and five students to act as Dons for Winter term. The remuneration is a 75% reduction of residence fees. Beyond the specifics listed above a Don can anticipate a schedule of:

**WEEK DAYS**
- In any given week (Sunday at 4:30 p.m. through to and including Thursday night - really Friday at 9:00 a.m.)
- 3 nights of 5 ON
- 2 nights of 5 OFF

**WEEKENDS**
- Begin Friday at 4:30 through to Sunday at 4:30
- 9 weekends ON
- 6 weekends OFF
- Long Weekends - Monday will be considered part of weekend rhythm
  - Taste of Grebel - The participation of all Dons is required.

**SPRING DONs:**

The College requires three people to act as Dons for Spring term. The remuneration is 50% reduction of residence fees. Beyond the specifics listed above one can anticipate a schedule of:

**WEEKDAYS**
- In any given week (Sunday at 4:30 through to and including Thursday night - really Friday at 9:00 a.m.)
- Flows in a 3 week cycle
  - Week #1: 2 nights of 5 ON
  - Week #2: 2 nights of 5 ON
  - Week #3: 1 night of 5 ON.

**WEEKENDS**
- Begin Friday at 4:30 through to Sunday at 4:30
- 1 weekend ON
- 1 weekend OFF

Revised: January 2020