



Description of Don Position

Revised: January 2023

A Don should be a person who identifies with Grebel 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 residents and to give more residents the opportunity to provide leadership at Grebel. 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 Grebel life. A Don represents both residents' concerns and the Director of Student Services' concerns to the student (residents) 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, residence responsibility is carried by the Dons and the Campus Hosts as representatives. During non-business hours the Dons are encouraged to look to the Campus Hosts for counsel and support.
2. Attending the Don Training and the Students Leadership Workshop, held for a week prior to the first day of the fall term. Attending a Don Training 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 (approximately three hours 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, such as those planned by the LLT.
10. Creating a hospitable environment for students on weekends, including hosting some events.
11. Personal availability and peer support.
12. Often the first point of contact for residence with a physical health issue (e.g., need for medicine, decisions about going to the hospital or calling 911 (and mental health issue (e.g., initial risk assessment to determine if someone needs supports, such as crisis line, IMPACT), and what the next steps should be (e.g., call 911, on-campus Special Constables, IMPACT team, crisis line, Student Services on-call staff, accompany someone at risk to hospital, etc.)
13. Referrals (to Director of Student Services, Chaplain, Director of Operations, and/or Dean).
14. Organizing floor meetings (usually beginning and ending of term) and carrying concerns to and from the Director of Student Services, the Director of Operations, and Student

Council.

15. Responding to and managing fire panel alarm signals and emergencies.
16. Opening the kitchen for late suppers, 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.
17. Serving as an ex-officio member of the Larger Leadership Team, primarily to be informed about issues affecting student governance and residence life.
18. Carrying out end-of-term House Meeting (as needed) and room check-outs, including optional in-person survey.
19. If a fall Don, participating in the Taste of Grebel (TBA) event.
20. If a spring Don, working with the Grebel Conference Co-ordinator to ensure both student residents and conference guests understand and co-operate with each other.

Fall/Winter Dons:

Grebel 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:

Weekdays:

- In any given week, Sunday beginning at 4:30 p.m. through to and including Thursday night, which goes through to Friday at 8:30 a.m.
 - 3 nights of 5 ON
 - 2 nights of 5 OFF

Weekends:

- Begin Friday at 4:30 p.m. through to Sunday at 4:30 p.m.
- 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:

Grebel requires three students 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 beginning at 4:30 p.m. through to and including Thursday night, which goes through to Friday at 8:30 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 p.m. through to Sunday at 4:30 p.m.
- 1 weekend ON
- 1 weekend OFF