

## Job Description - Commuter Host

As a part of the Student Development team, the Commuter Host is crucial in helping to establish a community environment within the Commuter Lounge that is conducive to academic, spiritual, and social development, primarily through commuter lunches and building intentional relationships with commuter students. The CH is to be a student who displays an authentic and growing relationship with Jesus and has a desire to support holistic growth in the lives of others. CHs play a vital role in assisting commuter students to integrate into college life at Columbia.

### Commuter Hosts are required to meet the following expectations:

- The CH must be a mature, responsible student, who is respected within the CBC community.
- The CH is expected to uphold all CBC community standards.
- The CH is expected to have completed at least one year of academic studies at CBC.
- The CH is expected to maintain a 2.5 cumulative GPA.
- The CH is expected to be enrolled in a minimum of 9 academic hours per semester.
- The CH is limited to 18 academic credit hours per semester.

### Compensation:

- The CH will receive a \$1,300 stipend per academic year.
- The CH may be eligible to receive Service Practicum credit for their role.

### Job Responsibilities:

#### 1) Hospitality

- Fulfill a minimum of three hours of hosting shifts each week within the commuter lounge.
- Together with your team, organize and execute bi-weekly commuter lunches/snacks that seek to foster community among commuter students.
- Together with your team, plan and organize commuter events that promote meaningful relationships among the students.
- During shifts seek to ensure that:
  - coffee is made, and supplies are available for commuter students
  - furniture is arranged in an orderly fashion
  - dishes are clean and put away
  - flat surfaces (counters, tables, etc.) are dusted and cleaned
  - microwaves, fridge, toaster oven, and oven are cleaned
  - garbage, recycling and compost are emptied

- the Honour Bar is stocked, and cash is put into locked cash box
- a shift report is completed in the Communication Binder, leaving notes for other CHs and the Commuter Director (CD) regarding information and commuter lounge needs.

## **2) Pastoral Care**

- Seek to establish intentional relationships with students in the commuter lounge.
- Seek to promote a warm, welcoming, and safe environment for connection among commuter students.
- Be aware of the health and wellbeing of commuter students; report any concerns, extended illnesses, or absences from the college to the Commuter Director as soon as possible.

## **3) Accountability and Support**

- Maintain a close working relationship with the Commuter Director through monthly one on one's for the purpose of checking in on the hosting role and spiritual/mental health. There should be a willingness to pursue personal growth.
- Meet two to three times per month with your Commuter Director and the CH team for ongoing planning, encouragement, and team building.
- Attend monthly Student Leader Connect sessions with all student leaders.
- Maintain positive working relationships with fellow student leaders while recognizing that you are part of a larger student development team.
- Disseminate information pertaining to commuter life as well as communicate, clarify, and uphold school policies to commuter students in a consistent manner.
- Attend all chapels, commuter lunches and events.
- Assist in the setup, take down and facilitation of new student welcome and Orientation at the beginning of both the fall and winter semesters.
- Complete all summer assignments on time.
- Be in full attendance at the fall and winter Leadership Retreats.