

Mansfield Hall
Job Description

Substitute Student Life Coordinator

Exhibit A. – Substitute Student Life Coordinator and Guide Position Description and Benefits

The Substitute Student Life Coordinator (SLC) is a part-time position that functions in a direct care student support capacity at Mansfield Hall consistent with the mission, values, philosophy and approach of the organization. The SLC uses relationships developed with students to provide guidance and fellowship in the Mansfield Hall community. SLC's assist students in day to day activities and provide direction and support in following a student's daily schedule and student led plans (SLP). This position also collaborates and takes direction from Director level staff, Coordinator of Food and Culinary Coaching, and Mansfield Hall Administrative Leadership* to assure the highest quality programming for the students.

Duties for SLC include, but are not limited to:

- Build positive relationships and model positive social interactions, and provide appropriate and supportive mentorship, coaching, and feedback to students.
- Monitor and track student daily schedules, including providing pre-processing, prompts, and redirects in order to support the student's daily and weekly tasks, classes, appointments, etc.
- Support students achieving SMART Goals and SLP progress
- Support students building independence, self-determination, and self advocacy
- Guide students through the college experience and encourage participation in the Mansfield Hall experience
- Keep the facility clean and organized, while also working with students to build their capacity for independent living
- Help facilitate meals and support kitchen/cafe operations
- Provide a safe and comfortable living environment for students
- Protect student confidentiality and encourage/educate students to protect their own privacy
- Encourage healthy living, eating, hygiene, etc.
- Generally oversee the social milieu
- Work collaboratively with colleagues, including the Director of Student Life, Academic Director, Community Outreach Director, Academic Coaches, and other Student Life Coordinators
- Plan and implement student-centered activities
- Greet and welcome visitors
- Follow all Opening and Closing procedures
- Attend all meetings as scheduled, including Staff, Community Meeting, and House Meetings.
- Encourage and guide students in engaging in activities/social groups outside of the Mansfield community.
- Stay up to date on Mansfield Hall's philosophical theories and practices, as well as develop and implement best-practice strategies for working with students
- Log interactions, student observations and pertinent information in student files in Best Notes through the use of shift notes, group notes, qlogs, and notes directly to student files.
- Communicate effectively, openly, and transparently with Director level staff and fellow Student Life Coordinators.
- Other Duties as Assigned

Reports To:

- Director of Community Outreach

Compensation and Benefits:

- This is a part-time nonexempt from overtime position with an hourly wage paid in two week intervals. Compensation at date of offer is \$ 14.00/hr to begin at hire.
- There are no other benefits to this position.

All Mansfield Hall employees are expected to demonstrate in interactions with students and staff the following skills: curiosity, self-reflective practice, creating a fun work and living environment, problem solving, building a positive and inclusive culture, conflict resolution, negotiation, direct and respectful communication regarding interpersonal issues, ability to act with high regard for the privacy, integrity, and confidentiality of all students.

Apply by email to:

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