



Example of Residence Coordinator Job Description

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Our company is hiring for a residence coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for residence coordinator

- Update database consistently to reflect accurate status of vacant spaces
- Work to prevent crisis situations, respond appropriately to confidential matters, and provide appropriate referrals to other University departments/resources as needed
- Work closely with the Assistant Directors for Residence Life in developing programming activities for the building with the assistance of the Resident Advisor staff
- Directly supervise between 4 and 17 Resident Advisors
- Facilitate weekly staff meetings and one on one meetings
- Support the efforts of Housing and Residence Life's student leadership organizations including, but not limited to, RHA (Residence Hall Association), NRHH (National Residence Hall Honorary), and RAA (the Resident Advisor Association)
- Provide academic, career, and personal advising for students living in the residence halls
- Complete one to two summer assignments including, but not limited to, summer housing, summer conferences, orientation, student leadership, and living learning community initiatives
- Maintain at least 15 regular office hours per week
- Provide assistance with all recruiting, admissions, and retention efforts

Qualifications for residence coordinator

- Develop and lead a variety of therapeutic recreational groups and programs including but not limited to discussions, life reviews, reminiscing, current events, exercises, socials, music, educational events, crafts, games, community integration, intergenerational activities, and pet therapy
- Work as a cooperative team member with other Recreation Therapy staff and others staff to coordinate and lead facility wide events
- Work with the interdisciplinary team to develop and implement a plan of care, which addresses an individual clients' physical, mental, and psychosocial well being
- Order materials and resources for therapeutic client recreation such as reading materials, art supplies, games, traveling library services, talking books, sensory items, Makes resources available to neighborhood staff as needed
- May be responsible for completing Minimum Data Sets (MDS) for initial, quarterly, annual and significant change (nursing center only), does assessments, completes progress notes, updates service plan and meets regulatory requirements