

COLUMBIA BIBLE COLLEGE

Job Description - Commuter Host



As part of the Student Development team, the Commuter Host (CH) 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 have 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 hours per semester not including their leadership class.

Compensation:

- The CH will receive a \$1,000.⁰⁰ stipend for the 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 that seek to foster community among the commuter students.
- Together with your team, organize, and execute bi-monthly events that promote meaningful relationships among the commuter students.
- Ensure that there is always a fresh pot of coffee made.
- Ensure that furniture is arranged in an orderly fashion.
- Ensure that all dishes are clean and put away.
- Ensure that all flat surfaces (counters, tables, etc) are cleaned and dusted during each shift.
- Ensure that the Microwave ovens are clean and wiped out each day.
- Ensure that dish rags and towels are laundered each week.
- Ensure that the refrigerator is cleaned out at the end of each week.
- Ensure the garbage is emptied at the end of each day.
- At the end of each day, ensure the computers have been turned off; restart in the morning (for software updates).

- Make the iPod available for use and ensure it is secured in the office at the end of each shift.

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 in regular contact with your assigned Parish via email to communicate upcoming commuter lunches and events.
- Be available to counsel students within the limits of your training and abilities on academic, social and spiritual matters. When beyond the limits of your training and abilities refer students in need of more in-depth assistance to the appropriate individual (The Associate Dean, Dean of Students, or the Counseling Services Supervisor).
- Be aware of the health and wellbeing of commuter students; report any concerns, extended illnesses, or absences from the College to the Associate Dean as soon as possible.

3. Accountability & Support

- Maintain a close working relationship with the Associate Dean (or CA) through monthly meetings for mentoring and personal growth.
- Meet bi-weekly with your CA (Commuter Assistant) and other CHs for ongoing planning, encouragement, and support.
- Assist the CA as requested in planning or facilitating commuter programs.
- Maintain positive working relationships with fellow student leaders while at the same time recognizing that you are part of the 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.
- Be in full attendance at the Fall and Winter Leadership Retreats, First Year Retreat as well as all weekly Leadership Classes.