Position Overview

Reporting to the Assistant Dean Residence Administration (ADRA), the Urban Crew Manager will be responsible for assisting with the oversight of student spaces in the Chestnut Residence and the Urban Crew. The regular focus of this role will be around the Urban Lounge, a student lounge and community programming space. The Urban Crew is involved in the day-to-day operation of Urban Lounge, Chestnut Residence’s large, multi-use student space. Urban Crew members are responsible for a three-hour shift once a week where they help maintain a friendly and welcoming atmosphere in Urban Lounge. They also help students use the AV equipment to watch movies, TV or play video games as well as sign-out equipment for playing pool, table tennis, air hockey, foosball and board games.

Duties and Responsibilities

- Overseeing a team of approximately 20 student volunteers who are each responsible for a 3 hour shift once per week and ensuring a team based environment;
- Organizing and leading regular team meetings with members of the Urban Crew;
- Assisting with the management of the online space booking system;
- Assisting with the booking and logistics for events, programs, and initiatives that are scheduled in the space;
- Connecting and engaging with students who use the student spaces throughout Chestnut Residence.
  Any notes should be logged in the weekly log and items that require attention should be reported to the ADRA.
- Being a member of the Residence Affairs Committee (RAC) and report to the committee on any student space needs and issues at Chestnut Residence.
- Attending bi-weekly meetings with the Chestnut Residence Council (CRC) VP Internal to ensure clear communication about upcoming programming, space allotment, and lounge purchases
- Attending weekly meetings with the ADRA as touch points and opportunities to conduct walk throughs of various managed spaces