

**JOB TITLE:** Residential Coordinator  
**REPORTS TO:** Students Affairs  
**DIRECT REPORTS:** Extra-curricular Club Leaders  
**DATE PREPARED:** March 2023

### **Job Purpose**

The nurturing, protection and social & educational development of learners in the Institute's Hostels depend on the work of the Hostel Guardian. Students staying in the hostels need to be looked after in a manner that ensures that they are healthy, safe, supported and protected from abuse so that they can develop their full potential and make excellent progress in their vocational pursuits. The Hostel Guardian is therefore a crucial link in the smooth administration of the Hostels and consequent pastoral care related activities aimed at achieving the Institute's mission and vision for its trainees.

A Hostel Facilitator is, in the main, a person with specific duties as boarding staff of the Institute. These duties are additional to any other duties that the Hostel Facilitator may be assigned. He /she must be resident in the school's hostels.

### **A. Duties and Responsibilities**

#### **1.0 Principal Responsibilities**

Under the supervision of the Students Affairs Coordinator, and in consultation with and direction from the Director of Studies, the Hostel Facilitator is responsible for the following main functions:

- The care, protection and emotional & social education of students under his/her care
- The round-the-clock supervision of students.
- The general running and upkeep of his/her designated hostel.

#### **2.0 Hostel Duties**

- Receive and allocate students into rooms with due regard to their age.
- Guide new students to settle into the Hostel routine.
- Contribute to and participate in the Orientation Programs for new students.
- Organize and supervise prep, games, in-house Christian services, entertainment, visiting periods, excursions / outings.
- Report all maintenance problems.
- Ensure the general upkeep of designated hostels and surroundings and maintain hygienic conditions.
- Issue supplies to students.
- Keep an inventory list of hostel items and care for school property assigned to his/her hostels.

- Be conversant with the Institute's Rules and Regulations (particularly those pertaining to the hostels) and related policies in order to maintain discipline.
- Handle general health problems of students including arranging for food and necessary catering for the sick in consultation with the Matron and the School Nurse.
- Conduct daily, weekly and monthly Hostel Inspections, coordinated by the Student Affairs Coordinator. The monthly hostel inspections will be conducted by the Institute authorities.
- Operate the daily routine for students as developed by the Institute authorities.

### **3.0 Pastoral Care**

- Engender a pleasant and congenial atmosphere in which students are happy.
- Liaise with and maintain appropriate, cooperative and mutually beneficial relations with the parents/guardians of students in his/her hostels.
- Know each student in his/her hostel well as an individual, monitor how he/she is coping with hostel life and academic work and to seek ways to guide and support those facing challenges.
- Liaise with clinical psychologist and the Student Affairs Coordinator for students needing or receiving support lessons and monitor progress.
- Alert the Institute authorities about students having problems.
- Guide, rebuke and correct students when they go wrong.
- Guide students to develop leadership qualities by modeling same and providing avenues for students to take charge of some aspect of hostel life however modest.
- Hold regular hostel and other small-group meetings especially the scheduled Sunday evening meetings with the students to discuss their welfare and related hostel issues and report any major issues that may come up at such meetings.

### **4.0 Administrative Duties**

- Issue students with the appropriate Medical Forms and Outing/Exeat slips when necessary.
- Keep a Visitors Book, Health Register and Outing/Exeat booklets.
- Submit weekly, monthly or termly requirements for supplies and maintenance to the Student Affairs/ Facilities Manager.
- Write hostel reports on each student three weeks before the end of each term.
- Submit an end-of-year report on the hostels.
- Carry out end – of – year procedures as directed.
- Must be ready to accept other responsibilities as assigned by the Institute.

### **Qualifications and Experience**

- A minimum of a Bachelor degree in any subject, (preferably in the Humanities or Social Sciences or Education) from a recognized University. A postgraduate qualification will be an advantage
- At least 5-years post-qualification work in a similar position.

**Knowledge in**

- Mediation

**Skills**

- Excellent Communication Skills
- Observant
- Excellent Listening Skills
- Team player

**Ability to be**

- Patient
- Attentive to the peculiar needs of young adults
- Nurture