



HOUSE LIFE COORDINATOR DESCRIPTION 2006-2007

House Life Coordinators (HLCs) at Williams College provide resources and support to the residents of the College's upper-class houses. There is an average of about one HLC per 35-40 students. HLCs are leaders within their houses and are trained in the areas of community development, event planning, crisis response and conflict resolution. They will collaborate with each other, other student leaders, their Neighborhood Governance, the Campus Life Coordinators, the Assistant Director of Campus Life for Residential Programs, and other administrators and faculty to establish a sense of community within their houses and the College.

Roles and Responsibilities

Community Spirit

- Welcome house residents back to school in the fall
- Be visible and approachable within the house
- Solicit programming ideas from new house residents before summer break and during the academic year
- Plan, organize, coordinate, facilitate, and evaluate at least 3 (three) general programs for the house during fall semester, at least 2 (two) during Winter Study, and at least 3 (three) during spring semester. Some programming ideas to consider for ideas & variety:
 - Educational
 - Health and Wellness
 - Intramurals/Athletics
 - Career-related
 - Multicultural
 - Social
- Hold regularly-scheduled House Snacks/Study Breaks (not to be counted as house programs)
- Set and personally uphold community standards of the house to promote house ownership

Communication and Resource

- Communicate with new house residents after spring room draw and before summer break
- Provide informal advising and act as a resource regarding College services
- Manage House Entertainment Funds (HEF)
- Maintain and update the house calendar, and manage the house social space(s)
- Inform students of college policies, regulations, and community standards
- Act as point of communication between house residents and CLCs, Deans, Security, and Facilities in resolving house issues

Meetings, Training, and Miscellaneous

- Attend weekly area HLC meetings
- Attend monthly all-HLC meetings
- Attend HLC Spring Social
- Remain on campus for the Winter Study period
- Assist with the HC Selection process
- Assist with the Room Draw process

All HLCs will be subject to a review process conducted each semester. The Director of Campus Life reserves the right to terminate a student's affiliation with the program if the student fails to meet the responsibilities of the position or the commitments it requires.