



SAFERIDE FACILITATOR

Position Description 2017-2018

SafeRide Mission Statement:

SafeRide is a service dedicated to providing an alternative safe ride home or to campus for Oregon State University students free from judgement.

Facilitator Responsibilities:

- Oversee all facets of nightly operations while during shift, including: monitoring check in/check out forms, utilizing the Facilitator log, performing pre-service vehicle inspections, providing staff briefings, managing all equipment, maintaining efficient operations and supporting staff in responding appropriately to emergency incidents
- Work one dispatch or driving shift per week
- Work with others on the Leadership Team to create a staff culture of safety, inclusivity, and engagement where all staff and riders feel welcome
- Model professional, academic, and personal integrity in all interactions with staff and riders
- Intentionally develop and maintain positive relationships with all staff and facilitate a positive and healthy work environment
- Facilitate the implementation of socially just practices within all aspects of SafeRide through ongoing training and engagement with staff to raise consciousness and awareness of social justice issues
- Maintain a comprehensive knowledge of SafeRide operations and utilities, including operation of vehicles, iPads, and the TapRide application
- Maintain a comprehensive knowledge of all SafeRide policies and incident response protocols and effectively respond to and report incidents as they occur
- Maintain the highest levels of confidentiality when working with student information
- Represent SafeRide in a positive and professional manner at all times while on shift and at campus and community events
- Complete all required trainings in a timely manner, as assigned
- Read and respond to all emails from the Specialists and Coordinator in a timely manner
- Maintain a clean office environment and work space
- Other duties as assigned by Coordinator
- Must attend all of the following:
 - SafeRide Leadership Team Training (September 4-8 2017)
 - All Staff Training (Dates TBD, will be around two weeks before school starts)
 - Monthly All Staff Meetings (September '17- May '18)
 - Weekly Leadership Team Meeting
 - Weekly individual meeting with Specialist

Required Qualifications:

- Must be able to lead and support SafeRide staff as a peer supervisor
- Must be able to effectively communicate both verbally and in writing
- Must be able to manage multiple projects simultaneously and accomplish tasks in a timely manner
- Must be able to be self-managed and work independently when needed
- Must be able to collaborate with other staff to effectively complete projects
- Must be able to think critically to manage incidents that arise and to support staff in following appropriate SafeRide policies and protocols
- Must be willing to participate in creating a socially just and inclusive work environment
- Must have a commitment to supporting student safety and success
- Must be currently enrolled as a student at Oregon State University for at least 6 academic credits
- Must maintain a 2.5 GPA for every term employed with SafeRide
- Must be in good academic standing and conduct for the term prior to selection and during entire period of employment
- Upon hire, must complete and pass a criminal background check

Desired Qualifications:

- Experience working with ASOSU SafeRide
- Experience working with campus and community organizations in a leadership capacity
- Experience supervising and supporting peers

Terms of Employment:

Employment begins in September 2017 (with training during summer term) and ends on Friday, June 15th, 2018

Hours: Up to 20 hours/week Fall-Spring Terms '17-18- per week there will be approximately 8.5-9.5 hours of nightly operations supervising, approximately 4 hours of dispatch/driving, 2 hours of meetings, and optional special task work up to 5 hours.

Compensation: \$11.50/ hour

How to Apply:

To apply, please visit the following website: asosu.oregonstate.edu/employment

As part of the online application process, you will be asked to submit the following information:

1. Current Resume
2. Cover Letter stating why you are interested in the position and outlining how you meet the required qualifications for the position
3. Three (3) professional references, including contact information for each reference
4. A list of co-curricular commitments, anticipated internships, study abroad intentions, or any other relevant interests and time commitments we should know about*

*Please include your list of co-curricular commitments at the end of your resume or cover letter, as there will not be an option to upload them as a separate document.

If you need support in developing your resume or cover letter, please seek assistance from The Career Development Center. They are located at B008 Kerr Administration Building. You can seek information on their website at career.oregonstate.edu or by contacting them via email/phone at career@oregonstate.edu or (541) 737-4085.

SafeRide Contact Information:

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Please note: OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.