



House Director Job Description

PRIMARY RESPONSIBILITIES

- Participate in a bi-weekly one-on-one meeting, at minimum, with your supervisor that will last 30-60 minutes.
- Submit a Weekly Report by 5:15pm every Friday to your supervisor.
- Maintain a consistent presence in the chapter facility; providing periodic inspections of the property; conduct a thorough walk-through of the property, including all common areas, with the House Manager every week and report any issues within 24 hours via Buildium.
- Provide support to CLVEN and work with the House Manager on the (re)signing of lease documents each year. This includes: a names list by September 30, 75% of applications completed by October 15, and 75% of leases signed by October 31st.
- Work with the Vice President of Finance in the collection of rent and chapter parlor fees on the 1st of every month. Utilize Buildium to follow up with those who have not made on time payment. Encourage auto-payments and usage of resident website.
- Promote a healthy, pleasant, and safe living environment by promoting, supporting and following all CLVEN & Fraternity policies and guidelines plus all applicable laws.
- Facilitate a values-based living/learning environment that is conducive to academic excellence and the creation and perpetuation of brotherhood.
- Confront policy violations and report any violations of the Health and Safety Guidelines, University policy, Chapter Occupancy Agreement, or applicable laws to CLVEN within 24 hours.
- Attend Prudential Board meetings monthly.
- Attend Chapter meetings monthly.
- Eat 4 meals w/the chapter per week, if applicable.
- Supervise the House Manager to investigate and hold members accountable for House damages, including utilizing the Standards Board.
- Hold a structured weekly meeting with the House Manager and Chapter President to discuss the house with a completed meeting summary sent to CLVEN staff as part of the Weekly Report.
- Work with the House Manager to create a daily/weekly/monthly schedule to ensure that the chapter facility is clean, orderly, and free from unnecessary hazards and dangers.
- Recruit, hire, train, schedule and supervise chapter facility employees including housekeeping staff, general maintenance, and other contractors/vendors. All hiring decisions must be approved with CLVEN.
- Operate within budget and approve expenses with a CLVEN staff member.
- In collaboration with the chapter, establish kitchen and dining operations policies and procedures, and communicate to all facility employees. This includes maintenance and cleanliness of the dining area.
- Reside in the chapter facility full time and as needed during breaks. Provide emergency support for chapter members, guests, and property.
- Coordinate opening and closing events, including for designated breaks where the facility will be closed.