California Beta House Director Job Description

Description:

Pi Beta Phi promotes friendship, develops women of intellect and integrity, cultivates leadership potential, and enriches lives through community service. The California Beta chapter of Pi Beta Phi is located in the heart of the University of California At Berkeley Greek Community in an undergraduate residence owned by The Chapter House Corporation. The chapter consists of 149 members, of which historically 67 residents have lived the house. Spring semester 2021 we had 43 girls live in and we expect 50 for Fall 2021.

The House Director (HD) resides in a private suite on the premises, and is primarily responsible for managing a safe, well organized, cost-effective, and smoothly operating sorority house.

The HD serves as an ambassador of the organization, oversees a staff of 1 full time employee and coordinates day-to-day maintenance, repairs, and operations of the facility. The position is a 12-month contract aligned with the academic calendar with the option of annual renewal. Summer work consists of supervising the property during construction and repair projects.

The position includes paid holidays, vacation, and sick time in accordance with federal, state, and local requirements. Additional employer-paid benefits major medical insurance are provided.

The House Director is hired by the Chapter House Corporation and is responsible to and reports to the Corporation's Board of Directors.

Duties:

1. The safety and security of the property are the two most important concerns of the House Director. She is responsible for seeing that the property remains free of potential hazards and that the building is secure 24 hours a day, 7 days a week. Specifically, the house director will be required to:
   a. Check security of the house nightly, before vacation breaks, and at the closing of the school year.
   b. Be present on the site no later than 1 am nightly and remain there throughout the night, in case of emergency.
   c. Comply with all local, state and federal laws, Pi Beta Phi policies and procedures and University guidelines.
II. Ensures the effective and efficient maintenance and upkeep of house and surrounding grounds, and the general cleanliness and proper functioning of all common living areas, the basement, outside gardens, and roof, on a daily basis. The House Director (HD) will be required to oversee the opening and closing of the house at the beginning and end of each semester as well as at winter and spring break. **The HD will oversee the large winter break and summer projects as the CHC onsite representative.**

III. With regard to Employees: The House Director is responsible for recruitment, scheduling, supervision, and an annual evaluation of all employees in compliance with applicable state and federal laws. This includes: Housekeeper, and Weekend cleaning help with the objective in mind of safety and cost effectiveness.

IV. Responsibilities to the chapter: Serves as Administrator, friend, good listener and positive role model to the chapter members. Attends meetings for various stakeholders (The Chapter, AAC, and House Corp.) as needed to give reports and recommendations as requested.

V. Meals: The House Director is the liaison between the Chapter and the Food Service vendor, College Chefs. The House Director should be pro-active in the planning of special meals that the girls may need during Pre-Recruitment, Recruitment, and “at the house” socials when allowed again after COVID.

VI. The House Director must be able to travel comfortably throughout the house and property. This includes the ability to climb 4 floors of stairs and light duty lifting of not more than 30 lbs.

**Characteristics of a successful candidate:**

A successful candidate will have past experience with communal living environments and an appreciation for the diverse, dynamic college environment. They must enjoy the company and interactions with young women residing in the house, but understand that their primarily responsibility is to maintain the integrity of the property and its staff. Familiarity with living and maintaining a safe and welcoming environment within a residential Greek system is a plus, but not required. Communication with the Executive Officers of the Chapter should be appropriate given that these officers are students first and may have academic requirements that conflict with the requests of the House Director. A regular cadence of meetings should be established that is agreeable to both parties.

**Key Responsibilities include:**

- Serve as an ambassador of the organization. Plan and engage vendors as necessary and hostess events for the chapter, local alumnae, visiting officers and guests.
- Foster relations with the University, peer groups and House Directors, Chapter House Corporations (CHC’s) through personal visits, participation in community events and the like.
- Computer literacy in order to maintain organized financial reports, and technology proficient to maintain internet connectivity, television, and security system are required.
• Familiarity with monthly, quarterly and annual budget of the maintenance and upkeep of the physical structure of the sorority house and surrounding grounds. The House Director will maintain a excel spreadsheet of inspections, service visits, warranties, and repairs as well as associated costs.

**Required experience/education:**

• Undergraduate degree from a 4-year accredited institution is a plus, but not required.
• 5+ years of experience managing both hourly and salaried employees.
• Familiarity with working in, or managing a group living environment.
• Having Basic Microsoft Office Suite skills.

Interested candidates are asked to submit a cover letter, resume, and completed application for employment. A background check will be conducted for all highly qualified applicants.