

Title:	Co-op New Member Trainer (NMT) (for individual dining co-ops) Two positions
Work Credit:	Half hours in dining
Time Required:	Generally 8-12 hours/month (2-3 hours/week); more during beginning of semester, during All Roads and Multicultural Visiting Program visits
Responsible to:	Dining Membership, Education & Training Coordinator
Support People:	General Management Team (GMT), Education & Training Coordinator, DLECs, Membership Secretary, other New Member Trainers, Education Committee Representatives
Elected by:	Individual Co-op Members
Sit on Appointments:	none

General Responsibilities

The primary responsibility of the New Member Trainer is to be concerned with the education and support of new members as they enter OSCA. Trainers should understand:

- How to facilitate new member training sessions and workshops.
- How to act as community support by orienting new members to the dining cooperative.
- How to communicate with DLECS and the Membership Secretary.

The Trainers are responsible for working with the DLECs to maintain a healthy and productive dining cooperative.

New Member Trainers are also responsible for educating prospective students about OSCA's co-ops in coordination with Oberlin College Admissions.

Specific Responsibilities

- 1) Sign a Confidentiality Contract before the start of the new semester or within a week of election if the semester has already begun.
- 2) Attend mandatory training sessions with the Education & Training Coordinator and other OSCA Staff before the start of the semester, and during the semester as needed.
- 3) Attend a mandatory meeting with the Education & Training Coordinator and other OSCA Staff to discuss strategies to attract prospective students to OSCA followed by a mandatory meeting with Admissions Staff and the Education & Training Coordinator at the start of the semester.
- 4) Return to campus during Orientation to be present as new members move in, and attend every meal during interim.
- 5) Be present at as many meals as possible and other scheduled co-op meetings as needed.
- 6) Attend weekly Education Committee meetings to check in, share knowledge and support, as well as plan and stay apprised of educational events.
- 7) Orient new members throughout the semester to the unique functions of their individual co-op as well as all-OSCA structure and theory.
- 8) Act as a community support in a "big sibling" capacity.
- 9) With Education Committee Rep create and maintain the co-op's training manual.
- 10) Attend prospective student resource fairs (e.g. All Roads) and host any interested prospective students at a co-op meal.

A Note on Education Committee New Member Trainers

DLECS: Please only elect people to this position if they are committed to being a New Member Trainer for the entire semester. This includes committing to attending the weekly Education Committee meetings and participating in All Roads events such as tours and bringing prosopies to meals.

Trainers should be able to act as a resource for new members by providing training sessions and workshops and generally being available at meals to answer questions and provide introductions. They should be comfortable working with others and communicating openly and regularly. As committee members, they will be involved with the planning and publicity for educational opportunities available to the membership throughout the semester. This job is recommended for more experienced co-ops since the position is best done by someone with a thorough understanding of the co-op and its workings.

Mandatory Training

The weekend before the start of Fall and Spring semesters. Email osca@oberlin.edu for more information on this training.

Approved by the Personnel Committee