Volunteer

Create Orientation Leader

RECRUITING: Early Feb each year for the next academic year via Job Board

DEPARTMENT: Campus Life

SUPERVISOR: Greg Mather – Gregory.mather@ubc.ca

NUMBER OF POSITIONS: 100+

Purpose:
The purpose of Create New Student Orientation is to provide the most welcoming experience for our incoming students and their parents, by facilitating relationship development between peer groups and other UBC Okanagan students, and to provide the necessary information, resources, and tools to help new students be successful as they transition to life at UBC’s Okanagan campus. Members of the Orientation Team will collaborate with and assist each other to ensure a positive and coordinated orientation experience for all incoming students and their parents.

Position Description
Orientation Leader (OLs) positions are open to any student who is interested in assisting in welcoming first-year students to UBC’s Okanagan campus for the Create New Student Orientation program held on Tues Sept 6 2016. The Orientation Team comprises the Create Orientation Coordinator and the Commuter Services Coordinator. OLs will receive support from their Team Leads who report directly to the Create Orientation Coordinator.

The Orientation Leader will:

- Welcome new students to campus
- Lead a small group through Create New Student Orientation on Tues Sept 6 2016
- Volunteer at and/or attend at least one additional Spark Extended Orientation event as your schedule allows
- Be a friendly face and resource person
- Support students in their transition to campus
- Maintain contact with the Create Orientation Coordinator and/or your Team Leader throughout the summer to receive updates about the Create and Spark programs
- Attend one training session in March 2016
- Attend the mandatory training sessions on Mon Sept 5 2016
- Must be available from 7:30AM- 4:30PM on Tues Sept 6 2016. Note: there are no classes on Sept 6
- Complete training required during the summer (online and up to 10 hours)

Commitment
Time commitment: Up to 12 hours during the summer (online)

Training requirements
- Specific training will be arranged by the supervisor and will include a combination of in-person and online training
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Qualifications

- Registered student at UBC’s Okanagan campus
- Knowledge of campus resources
- Outgoing and energetic, willing to speak in front of others and set the tone for the group
- Reliable and responsible
- Enthusiasm for UBC’s Okanagan campus and supporting new to UBC students
- Respect for and enthusiasm about serving a diverse population

You will enhance your skills in...

✓ Effective communication by leading and speaking to a group of new-to-UBC students throughout a day of activities and leading a campus tour
✓ Problem Solving by supporting participants and offering clear and timely direction for the day

Benefits

- Enhanced communication, leadership, group facilitation, and customer service skills
- Great opportunity to meet new people
- Develop a passion for helping others and getting involved
- Invitation to attend the Student Leadership Conference and other professional development opportunities
- May request a letter of recommendation upon successful completion of term

Please note, the Campus Life Office expects each team member to act as an ambassador of the university and its programs and services. This expectation includes behaviour both online and in-person.