Thank you for taking the time to apply for a Passages Orientation Leader position with Student Activities at the University of Puget Sound.

**Leader Selection Important Dates**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Wednesday February 18</td>
<td><strong>Passages Applications Due by 5:00 p.m.</strong> Sign up for individual interview when you turn in application at Student Development</td>
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<tr>
<td>Wednesday March 4</td>
<td>OLE applications due for leaders interested being overnight trip leaders for PSO and Passages.</td>
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<tr>
<td>February 23 - March 4</td>
<td>Passages Interviews - Sign up for a small group interview at Student Development when you turn in your application.</td>
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<tr>
<td>By Friday March 13</td>
<td>Passages selection notification via email</td>
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<tr>
<td>Sunday March 29</td>
<td>Spring Orientation leader orientation 8:00 a.m. - 5:00 p.m.</td>
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<tr>
<td>Saturday August 15</td>
<td>Travel to campus and training begins in the late afternoon.</td>
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There are three aspects of the selection process: the application, the recommendation, and the Interview.

- **Application** - see attached

- **Recommendation “Form”**: This is not a letter of recommendation. Please see the attached form 1) **Choose a current faculty or staff member, an employer, or coach**. We will not accept recommendations from leaders or other students. Choose someone who you know well who can talk about your communication and leadership skills. Give the person who you ask to write your recommendation enough time – at least two weeks before the due date.

- **Small Group Interview** – A thirty-minute session where you will interview with 2 other potential candidates, one of the Passages Co-Directors and a returning Passages Leader. Please sign-up for your interview at Student Development when you turn in your application.
Passages Leader Position Description

All Passages leaders have the responsibility of assisting new and transfer students in making the transition to the Puget Sound community by providing a meaningful and enjoyable experience in the outdoors where they can meet other first year students, returning students (like yourself), faculty and staff.

There are several opportunities for Passages leadership:
• Basecamp Leader
• Program Coordination Team
• Overnight trips: canoeing or backpacking

On the application form we encourage you to indicate interest in at least three of these areas. For example, you could facilitate a home base group and also lead a day hike or canoe trip or be on the program coordination team. Or, you could facilitate a home base group one session, and lead a backpacking trip the other session.

General Qualifications (for all Passages Leaders)

1. Have an ability to handle multiple tasks and details simultaneously.
2. Exhibit leadership abilities with groups by interacting positively and eliciting involvement of new students. Exhibit effective interpersonal communication skills.
3. Exhibit the ability to make sound, independent judgments and decisions.
4. Exhibit an ability to work effectively and cooperatively as a team member with other Passages Leaders.
5. Possess and exhibit a positive attitude toward the University and its mission.
6. Have commitment to attend all appropriate training sessions as outlined in this packet.
7. Have an interest in having fun and helping new students have fun!
8. Have a tolerance for ambiguity, adversity; affirm diversity and possess ability to improvise.
9. Have energy, enthusiasm, and a sense of humor.
10. Have ability to solve problems with own resources.
11. Attend all Passages Leader training sessions during the Spring of 2015 and during August of 2015.
12. Gain approval of Passages Co-Directors before holding any other positions/jobs (i.e. Peer Advising).
13. Hold a current cumulative GPA of at least a 2.25 cumulative.
14. Be enrolled at Puget Sound for the Fall Semester of 2015 or through a partnered/sponsored or approved Study Abroad Program.
15. **ALL basecamp** leaders will have a current First Aid and CPR certificate (online courses will not be accepted). We will provide one CPR and First Aid training on campus in early April 2015. Otherwise you can find these trainings from your local fire department, the American Red Cross and a number of other local providers.
16. **All Overnight Trip Leaders:**

   All overnight trip leaders are expected to have a current CPR and a minimum wilderness first aid certification of 3 day WFA - Wilderness First Aid.
17. First aid, CPR and wilderness medical certifications need to be from a reputable company and the courses need to have a practical hands on component (they cannot be entirely online).
18. All leaders will submit their CPR, first aid or wilderness medical certifications information and a scanned copy of before May 1, 2015. An email and online google document will be sent to all selected leaders in April, 2015.

General Responsibilities (for all Passages Leaders)

1. Maintain contact with small group of new students, during and following Passages.
2. Lead group discussions, team building, trust activities, etc.
3. Assist with equipment distribution and collection.
4. Reduce the risk potential and respond to first aid and rescue emergencies if necessary.
5. Be a helpful listener.
6. Organize follow-up activities with new students during the academic year in conjunction with other Orientation Leaders.

Compensation

• $100 stipend received upon completion of Passages.
• Meals in the Diner during August leader training and all meals provided during Passages.
• Opportunity to have an excellent leadership experience and a lot of fun!
**Passages Schedule for 2015** - save these dates in your calendar

**Spring Schedule**
*Sunday March 29, 2015*

Spring Leader Orientation: Please arrange your schedule so that you can be here on this day. We will meet from 8:00 a.m. – 5:00 p.m.

**August Schedule**
*Saturday August 15 – Thursday August 20, 2015*

Passages Leader Training Sessions start at 4 pm. University Housing opens for those leaders with on-campus housing contracts on Saturday August 16 at 12:00 p.m.

*Friday, August 21 - Sunday August 30, 2015*

Orientation program and preparations
Orientation Leaders will be responsible for facilitating, coordinating, and attending activities throughout the Orientation week. Classes begin on Monday, August 31, 2015.

*All Passages Leaders are expected to attend all meetings as described above*

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**Additional Qualifications and Experience - for Overnight Trip Leaders for PSO and Passages**

If you want to become a trip leader for PSO and Passages overnight and day trips here is what is expected of you. We expect trip leaders to begin to document their involvement in:

- **Leadership:**
  - Be involved as a leader on campus through ASUPS, PSO, clubs, organizations, or through jobs or internships.

- **Outdoor Leadership:**
  - Be involved throughout the year in outdoor leadership. To be a confident and competent leaders we expect all Passages trip leaders to also be involved leading trips for PSO.

- **Active in the Outdoors:**
  - This means being active throughout the year both in your element and exposing yourself to new challenges and being physically fit.

How to get involved to lead overnight trips:

- **Applications for ‘OLE’ Outdoor Leadership Experience** is due by Wednesday March 4, 2015. See the above important dates. OLE Classes will be offered on 5 week nights in April and will be followed by the Olympic Coast trip. If you have had a job as a trip leader please contact Justin Canny to discuss your skills and your participation in OLE.

- **Wilderness Medicine:** the minimum level of first-aid training for all overnight backcountry trip leaders is a Wilderness First-Aid-WFA (24 hour class through WMA,WMI or WMTC), Wilderness Advanced First-Aid, WAFA (36-45 hours) or a Wilderness First Responder, WFR (80 – 100 hours). A reminder that a current CPR certification is required for all PSO and Passages leaders.

PSO will offer a WFA course on-campus following OLE. The next WFA on campus will be **May 23-25, 2015.** You can register at the Expeditionary beginning February 18, 2015

- **For more information on OLE or WFA go to:** [http://www.pugetsound.edu/student-life/student-activities/puget-sound-outdoors/leadership-courses/](http://www.pugetsound.edu/student-life/student-activities/puget-sound-outdoors/leadership-courses/)
NEW Passages Leader application - Passages 2015

Name________________________________ Year in School (now): FR   SO   JR   SR
Student ID No. ______________________ Expected Date of Graduation_______ Cum. GPA ______
Campus Mailbox #:____________________
Home Address:_________________________
Street_________________City_________________State_______Zip__________
Cell Phone: (_____)_____________E-Mail:_________________________________

Have you applied for a Passages Orientation Leader position before?  Circle one:       YES       NO

T-Shirt Size (unisex sizing):  XS  S  M  L  XL  XXL  Other:________

Dietary Needs: Vegetarian___ Vegan___ Lacto-Ovo___ Ovo___ Lacto___ Other__________________
Other Dietary Needs/Allergies/Sensitivity (please be specific so that we can help you):
__________________________________________________________________________________

Interests:
Please indicate with a checkmark the areas you are interested.  Every leader can expect to be a basecamp leader during at least one of the sessions.

    ___ Home base group leader
    ___ Program Coordination Team - this involves running the show behind the scene.  You will be working with equipment, campfire and food. You will be working with the coordination team for one session.

    Overnight Trips – You need to complete OLE or have previous trip leading experience and have a WFA, WAFA, or WFR (see the overnight trip leaders section for more information).  For trip leaders or if you have experience canoeing or instructing outdoors.  See additional qualifications for more information on OLE.

    ___ Overnight canoeing
    ___ Overnight backpacking

INFORMATION & INSTRUCTIONS:

1. Please return this application in printed form.  If you are abroad/going abroad or not in Tacoma this semester please email this form to Cyndy Gulyas at: stuact@pugetsound.edu

2. You must sign up for an interview in person in the Student Development Office when you turn in your application.

3. Recommendation form – should be completed by a professor, staff member, coach, high school teacher or employer (not by an Orientation leader or RA). Please turn in applications and make sure recommendation forms are in BEFORE your interview date.
Response Questions:
Please type your responses, double space and attach to your application.

1. What has been your biggest challenge in coming to college, and what have you learned from this?

2. Please list your work experiences informal and formal leadership (include position and dates). Then reflect on what you have learned about being a leader through these experiences. Include jobs, clubs, sports, childcare, camps...

3. Tell us a story about something you learned through a life experience which has made you part of who you are today?

4. Why are you interested in becoming an Orientation leader? How would you benefit from being a Passages leader?

5. What purpose, in your opinion, does Orientation serve for new students at Puget Sound?

6. CHOOSE YOUR ADVENTURE! Please choose one of the following questions to answer.
   a. Cake or Pie? Why?
   b. How much wood could a woodchuck chuck, if a woodchuck could chuck wood?
   c. If you were stranded on an island, and you could bring two items, what would you bring and why? You cannot bring a genie in a lamp.
   d. If you could travel anywhere in the world tomorrow, where would you go, how would you get there, and with whom would you travel?
   e. If you could hybridize two animals which two and why?
   f. What was the biggest lie you ever told? Did you get caught? Did you come clean?

7. Optional - specialized training, hobbies or passions that might be useful for Passages: musical instruments, campfire building, singing experience, art, backcountry cooking, photography, theatre, bird identification, navigation, crisis counseling, Greek mythology, specialized skills training, fire dancing, outdoor skills, water skills, first aid skills etc.

Applicant Agreements:

STATEMENT OF ACCURACY: By my signature below, I attest that all the information I have provided for this application is true and accurate.

Applicant’s Signature: ___________________________ Date: __________

PERMISSION TO OBTAIN INFORMATION ABOUT MY ACADEMIC RECORDS:
By signing below I am giving my permission for the Student Development Staff to review my academic records. I understand that I must have a cumulative grade point average of at least a 2.25 to apply for an Orientation Leaders position.

Applicant’s Signature: ___________________________ Date: __________

PERMISSION TO OBTAIN INFORMATION ABOUT INTEGRITY CODE VIOLATIONS:
I understand that major or frequent violations of the University Integrity Code must be considered in the review of my application. By my signature below, I give permission for staff who administer the University Integrity Code to release information to the Passages Co-Directors about any past Integrity Code violations and any future violations during my service, if selected, as a Passages leader. I understand that such information will be handled in a confidential manner. (If relevant and you so choose, you may explain the circumstances of any violations in the space below, or on another sheet.)

Applicant’s Signature: ___________________________ Date: __________
New Passages Leader Recommendation - 2015
University of Puget Sound New Student Orientation

Part A: To Be Completed By Applicant
Applicant’s Name: __________________________

I understand that I have the right to inspect my file upon request under the Family Educational Rights and Privacy Act of 1974. I hereby _____ do waive/_____ do not waive my right of access to this letter of recommendation.

_________________________________________ Date

Signature

Part B: To Be Completed By Evaluator

Passages leaders serve in several capacities. The leadership roles require students to be mature, sensitive, enthusiastic, and eager to assist new students in their transition/introduction to the University of Puget Sound. Leaders will be facilitating groups on their own or with a co-leader. They will be doing activities around base-camp, day-hiking, or leading overnight canoeing or backpacking trip.

Please fill out the information below and the short evaluation on the reverse side

In what capacity and how long have you known the applicant? ____________________________

________________________________________________________________________________

Your Name: _________________________________________________________________

Position/Title: ____________________________

Address: ____________________________

Phone ( ) ____________________________ Email: ____________________________

May we call for further information?_______ Best Time and way to contact? ____________

Please return this page by Wednesday, February 18, 2015:

Passages Leader Selection
1500 N. Warner St.
Tacoma, WA 98416-1003
Fax to: (253) 879-2932
mailto: stuact@pugetsound.edu

?’s contact the Passages Co-Directors:
Justin Canny or Moe Stephens
(253) 879-3317
Based on your knowledge of the candidate, please evaluate the following attributes:

<table>
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<tr>
<th>Scale:</th>
<th>4 = Very Strong</th>
<th>3 = Moderately Strong</th>
<th>2 = Moderate</th>
<th>1 = Weak</th>
<th>NBJ = No Basis for Judgment</th>
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</thead>
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Ability to listen to others 4 3 2 1 NBJ
Ability to work effectively and cooperatively with peers 4 3 2 1 NBJ
Ability to facilitate discussion 4 3 2 1 NBJ
Ability to solve problems and be resourceful 4 3 2 1 NBJ
Level of compassion and sensitivity to others 4 3 2 1 NBJ
Sense of leadership 4 3 2 1 NBJ
Quality of work 4 3 2 1 NBJ
Ability to manage time effectively 4 3 2 1 NBJ
Ability to think critically and engage in thoughtful discourse 4 3 2 1 NBJ

Comments:
What stands out about this applicant?

Overall Recommendation (please circle one):
Must hire Hire Hire with reservations Do not hire

Thank you very much for your participation in the selection of the 2015 Passages Leadership Team!