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

## Important Dates

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

## Interviewing new applicants

February 23 - March 4        | It is great to experience the other side of the interview table before you apply for summer jobs or graduate. More information to follow. |
Greetings Passages Leaders,

We hope all of you are well, and that the fall semester has been as memorable as Passages 2014!

We greatly appreciate your continued leadership and interest in Orientation at Puget Sound. It is crucial to have veteran leaders’ experience and judgment for the program to be successful. Now beginning its twenty fourth year, Passages has received national attention and awards in higher education, and is often used as a model by other colleges and universities developing outdoor orientation programs.

As a veteran leader, you will not only be a leader of your group, you will be a leader, mentor and role model for new leaders. You will have the opportunity to face new challenges and take on greater amounts of responsibility. You will be able to build upon skills you have developed over the past year and increase your level of proficiency. You will create an entirely new leadership experience while drawing from the wisdom you acquired in previous years.

We especially invite veteran leaders to draw on their previous experience to help us plan and improve aspects of the Passages program. Beginning in February there will be opportunities to help interview new leaders, plan for spring orientation, work during the summer to plan for August leader training and to re-develop the Passages program itself.

Before you apply for a Passages Leader position, check your spring and August calendar. If you are selected as a Passages Leader, you are expected to make all training and meeting commitments, unless you are participating in a Study Abroad program. If you are going to be a part of Passages 2015, we expect you to attend Spring leader training regardless of your committed or pending study abroad plans for Fall 2015. More information will be available at our first training meeting on Sunday April 5th.

If you are applying for a Residence Life, Perspective or Security staff position please note an overlap in time commitments. Due to these conflicts you can apply for all the positions, but can only commit to one of them.

All Veteran and New leader applications will be due in the Student Development Office on Wednesday February 18. In addition, we will be holding interviews for new Passages Leaders, beginning Monday, February 23rd, and it would be greatly appreciated if you could help with one of these. Deirdre or Lisa will be in touch with you to coordinate assistance with interviews.

If you have any other questions, please contact us. We look forward to seeing and hearing from you soon…

Sincerely,

Moe Stephens  Justin Canny  Grace Weber and Carson Lyness
Passages Co-Director  Passages Co-Director  Passages Student Coordinators
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!
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 8am – 5pm.

August Schedule

Saturday Aug. 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 11 at 12pm.

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

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 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 O.L.E.** the Outdoor Leadership Experience will be 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, WFA (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/)
Veteran Passages Leader Application for 2015

Name________________________________ Year in School (now): FR  SO  JR  SR

Student ID No. _________________ Expected Date of Graduation_____ Cum. GPA _____

Campus Mailbox #:_________________________ Date of Birth:___________________________

Cell Phone: (________) ___________________________

E-mail:______________________________________

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

Dietary Needs: Vegetarian___ Vegan___ Lacto-Ovo___ Ovo___ Lacto___ Other_____________________

Other Dietary Needs/Allergies/Sensitivity (please be specific so we can help you):

____________________________________________________________________________________

Medical Allergies:______________________________________________________________________

Interests:

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

_X__ Basecamp 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 Passages coordination team for one
session.

Overnight Trips – For trip leaders or if you have experience canoeing or instructing outdoors.
Otherwise complete the OLE application (separate) and see additional experience section

___ Overnight canoeing

___ Overnight backpacking

INFORMATION & INSTRUCTIONS:

1. Veteran Leaders take time to reflect before writing this application.

2. If you are abroad or taking a semester off please email this application to
   Cyndy Gulyas at: stuact@pugetsound.edu

3. All applications must be received by Wednesday, February 18, 2015 to the
   Student Development Office at 3209 N. 15 Street.
Response Questions:
Please type your responses to these questions on a separate sheet. Please double space.

1. Why do you want to be a Passages leader this year?
2. How has being a Passages leader impacted you and what do you hope to gain by being a leader this year?
3. What leadership or work experiences have you participated in since being a Passages leader in previously?
4. What would you like to improve in the program for next year?
5. Overnight leaders:
   a. How have you continued to learn and expand your outdoor leadership experiences since Passages 2014?
   b. What have you done to maintain and improve your outdoor skills since Passages 2014?
   c. What PSO trips or events have you planned or participated in?

If you have an interest in an experience to lead trips and have not done so please apply for OLE please apply for OLE. Applications are due by March 4, 2015.

http://www.pugetsound.edu/student-life/student-activities/puget-sound-outdoors/leadership-courses/

Check your spring and August calendar. If you are selected as a Passages leader, you are expected to make all training and meeting commitments. If you are applying for Residence Life or Security staff position please note an overlap in August time commitments. Due to these conflicts, you will have to choose which program to serve should you be selected for more than one position. Please apply for all the positions you are interested in, having options is important.

Applicant Signatures:

1. 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: ______________

2. 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: ______________

3. 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: ______________