Orientation Leader Position Description and Application Information

Leader Qualifications:

**General Qualifications for ALL Leaders:**
- Have the ability to handle multiple tasks and details simultaneously
- Exhibit leadership abilities with groups by interacting positively and eliciting involvement of new students
- Exhibit effective interpersonal communication skills
- Exhibit the ability to make sound, independent judgments, and decisions
- Exhibit an ability to work effectively and cooperatively as a team member with other Leaders
- Possess and exhibit a positive attitude toward the university and its mission
- Have an interest in cultivating and participating in fun experiences, especially for new students
- Have a tolerance for ambiguity, adversity; affirm diversity and possess the ability to improvise
- Have energy, enthusiasm, and a sense of humor knowing that the training days are long and require your continued presence.
- Willingness to prioritize the needs of the orientation program and new students.
- Willingness to be a role model and uphold university policies and expectations
- Have the ability to solve problems with own resources Attend all Orientation Leader training sessions held spring 2020 and during August 2020
- Gain approval of professional Orientation staff before holding any other positions/jobs. You can apply for multiple Student leadership opportunities (e.g., Residence Life Student Leader, Center for Intercultural and Civic Engagement, and Peer Advisor). Please contact us or attend an information session if you have questions about if you can hold two positions.
- Hold a current cumulative GPA of at least 2.25.
- Be enrolled at Puget Sound for the Fall Semester of 2020 or through a partnered, sponsored, or approved study abroad program.

**Orientation Leader Responsibilities:**
All Orientation 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 greater Puget Sound region where they can meet other first-year students, returning students (like yourself), faculty and staff.

- There are several opportunities for leadership within the Orientation program:
  - Immersive Experiences
    - Community Service/Civic Engagement
    - Urban
    - Outdoor
- Assist with assigned Orientation activities and events (i.e. Immersive Experiences, Bookend Sessions, Convocation, Matriculation Ceremony, Airport Shuttles, Final Jam, Transfer Essentials Day, Historian etc.)
- Lead group discussions, team building, trust activities, etc.
• Assist with material and equipment distribution and collection
• Reduce the risk potential and respond to first aid and rescue emergencies if necessary
• Be a helpful listener
• Organize follow-up activities with new students during the academic year in conjunction with other Orientation Leaders
• Other tasks as assigned by professional Orientation staff
• **ALL Orientation Leaders** are required to have a current Basic First Aid and CPR certificate (online courses will not be accepted). Or greater level which includes WFA, WAFA, WFR, EMT, WEMT.

  o The university will provide one CPR and Basic First Aid training on campus in early April 2020 for ~$30. Otherwise, you can find these training courses from your local fire department, the American Heart Association, Cascade Training Center, American Red Cross and a number of other providers.

  o **ALL Overnight Trip Leaders and at least 1 day hike, canoe, kayak trip leader headed out beyond 911 response** are expected to have participated in OLE or have led trips as a paid leader.

    o All trip leaders need current CPR and a minimum wilderness first aid certification of (3 days preferred) WFA - Wilderness First Aid. 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). All leaders will submit their CPR, wilderness medical certifications information and a scanned copy of by June 15, 2020.

### Compensation for being an Orientation Leader

• A $250.00 Leadership Stipend issued upon completion of Orientation.
• A beautiful T-Shirt!
• Meals in the Diner during August leader training and all meals provided during Orientation.
• Opportunity to participate in a transformative and engaging leadership experience
• A leadership and personal growth experience you will remember!
• A lot of fun!
Recommendation “Form”: This is not a letter of recommendation. You will be able to send the form to the current faculty or staff member, an employer, or coach. **We will not accept recommendations from Orientation Leaders, your RA, other students, or staff members involved in the coordination of Orientation.** Choose a person you know well who can talk about your communication and leadership skills. Please be considerate and provide the person recommending you enough time to complete the recommendation form—at least two weeks before the due date. The recommendation form is electronic.

Provide the following link to the person recommending you:
https://pugetsoundir.co1.qualtrics.com/jfe/form/SV_0k4yuiJkEsUwK0J

**Small Group Interview** – A thirty-minute session where you will be interviewed with 2-3 other potential candidates by two or more of the Orientation Program Coordinators and professional Orientation staff. Please sign-up for your interview at the Orientation Office after you have submitted your application via the survey. You will find out the location of your interview when you sign up.

**Orientation Schedule for 2020-save these dates in your calendar**

**Spring Schedule**
- Outdoor Leadership Applications due - TBD
  If you are interested leading day canoe, kayak, hikes, overnight canoe, car camping or overnight backpacking trip then we need 1 or 2 outdoor leaders with training or previous paid leadership experience on each trip.
  - For day-hikes, canoe, kayaking, overnight canoe trips we need 1 trained outdoor leader with a WFA certification.
  - For overnight backpacking trips both leaders need to be trained outdoor leaders with a WFA required and a WFR preferred.

- **Spring Leader Orientation - for all leaders**
  Sunday April 5 or 19, 2020: 8:00am to 5:00pm, Upper Marshall Hall
  Please arrange your schedule so that you can be here on this day.

**August Schedule**
- **Training:** Sunday, August 16, 2020 – Friday, August 21, 2020
  University Housing opens for those leaders with on-campus housing contracts on Saturday, August 16, 2020.
- **Orientation Program:** Saturday, August 22 – Friday, August 28, 2020
  Orientation Leaders will be responsible for facilitating, coordinating, and attending activities throughout the Orientation week.
- **Classes begin** on Monday August 31, 2020

Fill out the application at:
https://pugetsoundir.co1.qualtrics.com/jfe/form/SV_0k4yuiJkEsUwK0J