

Orientation Team Leaders

Orientation Team Leaders are volunteers who work with the Orientation Team Staff to recruit, engage, and support Online Orientation Facilitators prior to and throughout orientation, and are integral to the coordination and smooth operation of orientation programming on campus.

As an Orientation Team Leader, you will be...

- Assisting with the promotion of volunteer opportunities and recruitment of Online Orientation Facilitators.
- Collaboratively developing the online interview and facilitating interviews for Online Orientation Facilitators.
- Collaboratively planning, developing, and implementing online summer programming / meetings / training for Online Orientation Facilitators.
- Coordinating Online Orientation Facilitators, which can include tracking participation, overseeing engagement on UM Essentials, and providing direction and feedback during 2021 orientation events.
- Assisting with recognition of Online Orientation Facilitators & Fall 2021 orientation volunteer wrap-up.
- Presenting at orientation events alongside staff members; hosting and/or facilitating student-led sessions.

Skill Development Focus:

- Interpersonal skills
- Verbal and written communication
- Planning and organizing
- Problem-solving
- Facilitation
- Self-awareness & personal strengths
- Coordinating / Leading / Supervising others
- Public speaking
- Working as part of a team

Co-Curricular Record (CCR) Recognition:

Distinct leadership recognition, separate from other Orientation volunteers



Required Time Commitment (March – October 2021)

- ~2-5 hours/week, Winter 2021 (March – April)
- ~3-10 hours/week, Spring 2021 (May – July)
- ~5-15 hours/week, Summer 2021 (August + Orientation days)
- ~2 hours/week, September & early October 2021

Specific dates / activities (*all events and activities will be held online until further notice*)

- Online training/module completion (privacy, accessibility, sexual violence awareness and prevention); completion of UMEssentials
- Weekly OTL team meetings (normally Tuesday evenings)

- March – May; max 2 hours (anticipated 6-8pm)

(T) March 2	(T) March 23	(T) April 13	(T) May 4
(T) March 9	(T) March 30	(T) April 20 (tent)	(T) May 11
(T) March 16	(T) April 6	(T) April 27 (tent)	(T) May 18

- June – October; 2-3 hours (anticipated 6-9pm)

(T) May 25	(T) June 29	(T) Aug 3	(F) Sept 3	(T) Oct 5
(T) June 1	(T) July 6	(T) Aug 10	(W) Sept 8	(T) Oct 12
(T) June 8	(T) July 13	(T) Aug 17	(T) Sept 14	
(T) June 15	(T) July 20	(T) Aug 24	(T) Sept 21	
(T) June 22	(T) July 27	(F) Aug 27	(T) Sept 28	

- Recruitment / outreach efforts – scheduled based on availability
- Online Orientation Facilitator Interviews – **May 3 - May 14**, specific times scheduled based on availability
- Initial Online Orientation Facilitator training – **(F) May 28, 6-8pm**
- Planning & attending volunteer skill-building / check-in meetings (6-8pm)
 - (W) June 30** **(F) July 23** **(W) August 11**
- Planning & attending event-specific training
 - (T) August 24, 6-8pm** **(S) August 28, 12-2pm** (*tent*)
- Supervising Online Orientation Facilitators UMEssentials Teams – 1hr per week, scheduled based on availability
- Individual work – as necessary, scheduled based on availability
- Event Days
 - **What's Next?:** Saturday, May 29 and Saturday, June 5
 - **Prep Week:** Monday, August 30 – Friday, September 3
 - **Welcome Day:** Tuesday, September 7
- Volunteer Wrap-up: **(F) October 1 (6-8pm)**
- Program evaluation survey (approx. 1 hour, completed on own time)

Typical Team Size: up to 10

Eligibility to become an Orientation Team Leader:

- Currently a student enrolled in a U of M degree program at the undergraduate or graduate level
- Minimum of 2 years of study at the University of Manitoba (*successful completion of 36 credit hours before May 2021*)
- Returning to studies at U of M in Fall 2021
- In good academic standing (which, for the purposes of orientation, is defined as having a minimum GPA of 3.0 for the last three academic terms). *Note that confirmation of GPA is part of the selection process. Applicants with a GPA between 2.5 and 3.0 may be considered on a case-by-case basis.*
- In good conduct standing based on the [University of Manitoba's Behavioural Policies](#). Additional details are available on the application form.
- Previous volunteer experience with orientation events preferred

Application Process

- Complete the [application form](#). For this application you will be asked to submit a cover letter (see below for what to include) in PDF format, with a copy of your winter term schedule.
- **Deadline: Sunday, February 21st, 2021 at 11:59pm**

Skills & experience applicants should address

In the cover letter introducing yourself, please be sure to include the following:

- Your current (or target) faculty
- Your previous experience at orientation events, including your responsibilities
- Any additional volunteer experience (either on or off campus), including your responsibilities
- Why you want to be a Team Leader
 - The strengths & skills you would bring to the Orientation team
 - What you would hope to gain as an Orientation Team Leader and/or skills you want to intentionally develop & work on
- An outline of major commitments (e.g. classes you are taking/plan to take, volunteer/student group commitments, regular personal or family obligations, etc.) and description of possible challenges you may encounter in your involvement, with a proposed plan to manage your time that would allow you to fully participate as an Orientation Team Leader