



University  
of Windsor

**Student Success and Leadership Centre**  
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## **JOB OPPORTUNITY**

### **Orientation LEADers Portfolio**

The Orientation LEADers portfolio will assist with the training, engagement, and co-ordination of event volunteers for orientations in collaboration with the Orientation portfolio.

#### **Primary Responsibility**

The Orientation Leaders portfolio will help to recruit, train and organize event volunteers for Welcome Week events and act as a student ambassador and mentor for all incoming undergraduate students throughout Head Start and Welcome Week Orientations and participate in ongoing student leadership development.

#### **Head Start Program**

In preparation for presenting as part of the Head Start program, you will participate in extensive rehearsal and practice of orientation presentations to be delivered large groups of students and parents/families. This preparation will include attending campus partner and resource training to aid you in informing incoming students and supporters about campus services. Likewise, you will train to provide detailed campus tours to large groups of students and their supporters. Finally, you will be trained to provide overarching logistical and troubleshooting support to the Head Start Program.

Specifically, in this role, you will help to organize a registration contest for Welcome Week to be marketed at Head Start in the UWin 101 Presentation, in addition to assisting with volunteer coordination duties.

#### **Welcome Week**

As a member of the Welcome Week Planning Committee, you will be part of a team that plans and facilitates many aspects of the Welcome Week program: faculty leader training and Summer Society Show Down (in collaboration with the Orientation portfolio), and a Volunteer Appreciation Event in collaboration with the Welcome Week Volunteer and Transition Events portfolios to be held in September for the benefit of all volunteers and faculty leaders involved.

As indicated as part of your primary responsibilities, you will help to recruit event volunteers as needed for Welcome Week using various social media platforms as well as the LEAD Brightspace for announcements. You will also plan and facilitate volunteer training sessions in collaboration with the Orientation portfolio, maintain constant communication with LEADers and Faculty leaders throughout the summer, and develop and communicate a staffing schedule for Welcome Week. In addition, you will assist in the recruitment and selection of emcees for Welcome Week and develop emcee scripts for each Welcome Week Event in collaboration with the Sponsorship and the Orientation portfolios.