

ORIENTATION CREW LEAD ROLE DESCRIPTION

POSITION TITLE:	Orientation Crew Lead
DEPARTMENT:	Student Community Life, Office of the Vice-Provost, Students
SUPERVISORS:	Lesley D'Souza, Campus Activities & Events Facilitator
OFFICE LOCATION:	JOR 03
SALARY:	\$12.00 per hour
DURATION:	May 2 – August 31, 2012 @ 35 hrs per week
CANDIDATE ELIGIBILITY:	Must be a full-time undergraduate student in good academic standing at Ryerson University.

The successful candidate will assist with the recruitment, interviewing, training and scheduling of 100 volunteers for Ryerson's Orientation events. The candidate will help plan & implement activities that systematically recognise volunteers & build a sense of community on and off-campus, and work closely with the Orientation Events Assistant to evaluate volunteer requirements for Orientation events. The incumbent must be an individual who is highly creative, self-motivated, and capable of functioning independently as well as in a team. The candidate must have strong research skills, a solid understand of Ryerson University, a good pulse on what is happening in Toronto, and a firm understanding of diversity and how it translates to event coordination. The candidate must possess good leadership skills and be willing to commit his or her efforts to the enhancement of all orientation programming for first year students at Ryerson.

MAJOR RESPONSIBILITIES:

ADMINISTRATIVE TASKS:

Assist with the coordination of all Human Resources requirements for Orientation Week events.

These duties include:

- * Assist with the interviewing, selection and supervision of the Ryerson Orientation Crew (100+ members)
- * Assist with the development and coordination of the 2-day ROC Leadership Retreat (August 11/12). This responsibility will require the incumbent to coordinate presenters and workshops, and liaise with various Student Clubs and on-campus departments (such as Campus Planning and Facilities, Food Services and Media Services) to ensure that room bookings, food orders and technical/logistic equipment needs are met
- * Update the training manual for the Ryerson Orientation Crew
- * Ensure that all documentation relating to the Ryerson Orientation Crew are maintained in an orderly and efficient manner
- * Help build a sense a community amount ROC Leaders during the summertime through programming and communications
- * Work with the Orientation Events Assistant to determine staffing requirements for signature Orientation events, and create a work-schedule for the Ryerson Orientation Crew
- * Ensure that the Ryerson Orientation Crew is provided with direction and guidance, and that they have the necessary equipment (such as whistles, radios and a list of and that they have the necessary

equipment (such as whistles, radios and a list of important phone numbers) to communicate with each other and the Orientation Team during Orientation Week 2011.

- * Plan and implement activities aimed at systematically recognizing and rewarding the work of new and returning ROCs
- * Other duties as assigned

STAFF RESPONSIBILITIES:

- * Assist with the set-up and tear-down of Orientation and events
- * Assist with the design and delivery of training for all Orientation Week Leaders
- * Support the work of the Orientation Team
- * Work in conjunction with Student Services staff
- * At the conclusion of Orientation Week, work with the other members of the Orientation Team to ensure that all follow-up activities are attended to and resolved
- * Review all of the position's activities and the overall orientation program and offer recommendations in a final report due by the last day of his or her contract
- * Ensure confidentiality of student cases as required, and be professional at all times

QUALIFICATIONS:

Good oral and written communication skills

Strong presentation skills

Group facilitation skills

Problem solving skills

Knowledge of web 2.0 technologies and how to use them effectively

*Event planning experience is a definite asset

*Volunteer experience and/or management is a definite asset

Applications should submit a resume and cover letter by March 19th, 2012 to Lesley D'Souza at lesleyd@ryerson.ca. Only candidates invited to an interview will be contacted. If invited to an interview, you will be asked to provide a portfolio of work illustrating your skills for this position.