

# Staff/Faculty/Graduate Student Team Leader Position Description



**Open to:** Full-time and part-time Western Faculty, full-time Western Staff and full-time Graduate students. Contract staff must be employed at Western as of September 2018 through to the end of March/May 2019. Team leader applicants must receive permission from their department or faculty to participate in the program, including all meetings, socials, Team Leader training sessions and IMPACT EXPERIENCE Pre-Departure Workshops, and arrange to be away from Western for the duration of their experience.

The IMPACT EXPERIENCE Program advocates for Team Leaders to have a discussion with their supervisor regarding the use of Professional Development versus Vacation Time. The Team Leaders are vital to the success of the program; they contribute a great deal of time and effort and learn valuable leadership skills. The Global Experiential Learning Coordinator hopes the program will be viewed as a PD opportunity and that the Team Leaders will not have to use vacation time.

## ROLE

- To work in collaboration with other Staff/Faculty/Graduate Student Team Leaders, Undergraduate Student Team Leaders, and the Global Experiential Learning Coordinator to guide and facilitate student participants through the Alternative Spring Break experience.
- Assist with various aspects of the program including student team leader selection, facilitating activities in the pre-departure sessions, leading a group of students for IMPACT EXPERIENCE Serves, preparing the team for the IMPACT Experience, leading structured reflection activities and evaluating the program.

## CORE RESPONSIBILITIES

- Assist in the selection of student team leaders
- Work collaboratively and maintain regular communication with trip co-leaders and Global Experiential Learning Coordinator
- Participate in Team Leader training
- Design and deliver pre-departure team time sessions to prepare student participants for all aspects of the experience (in collaboration with the Global Experiential Learning Coordinator)
- Assist in facilitating IMPACT Experience Pre-Departure Workshops
- Assist in facilitating Post-IMPACT Experience Workshop
- Coordinate team socials; it is recommended to have two socials - one before the December break, one before departure
- Assist in preparation of reflection materials for the IMPACT Experience
- Facilitation of reflection activities during the IMPACT Experience
- Coordination of service site activities and group conduct/safety during the experience
- Willingness to be an active participant from application submission to completion of the IMPACT Experience
- Participants must visit their family doctor or a travel clinic to ensure that their immunizations are up to date, and that there are no health concerns for travel
- Support safety protocols, policies and procedures outlined by the Global Experiential Learning Coordinator and the community partner

- Understand that all IMPACT Experiences are substance free. Participants and team leaders will not consume alcohol or drugs during the experience and/or purchase any of these items to bring back into Canada
- Complete evaluation and summary reports at the conclusion of the program

## REMUNERATION

In recognition of the leadership and time commitment provided by team leaders to assist in the operations of the program, the majority of program fees for staff, faculty and graduate student team leaders are compensated through student participant fees and university funding. Team leaders are only responsible for **25%** of their program fees (fee dependent on IMPACT Experience destination).

## TIME COMMITMENT

Team leaders will be expected to commit a significant amount of time in facilitating this experience for students (before, during and after the experience). Please note that the dates below are tentative and might change – you will be notified of any changes in advance by the Global Experiential Learning Coordinator.

### Fall Team Leaders

- **Participation in the Interview process** to be scheduled by October 3, 2019
- **Team Leader and Student Team Leader Training** – Sunday October 20, 1:00 – 5:00 pm in UCC 210
- **Required Workshops** - Sunday October 27 from 9:00am 4:00 pm in Chu Centre (IGAB 2N05)
- **Impact Experience Showcase** - Tuesday October 12 from 10:00am – 3:00pm in UCC Atrium

### Spring Team Leaders

- **Participate in a student team leader carousel** - Saturday, October 19 from 9:30 am - 12:00 pm (this is where you will have an opportunity to select your student team leader) (3 hours).
- **Groundwork Meeting** - Thursday, December 5, 2019 (2.5 hours)
- **Team Leader Training (10.5 hours)**
  - Introductions and Student Team Leaders – Tuesday October 15. 4:30-6:00pm
  - Introduction and Expectations - Tuesday, October 29, 4:30-6:00pm
  - Team Development and Group Dynamics in an Intercultural Context - Tuesday, November 12, 4:30-6:00pm
  - Facilitating the Reflective Process - Tuesday, November 26, 4:30-6:00pm
  - Leadership in Wellness Training: A strength based approach - Tuesday January 7, 4:30-6:00pm
  - Safety Abroad - Tuesday January 21, 4:30-6:00pm
  - Something's Up! - Tuesday February 4, 4:30-6:00pm
- **Foundations for International Mobility and Engagement (FIME)** - Webinar through Western International – Schedule on your own time (5-6 hours) (Local experiences do NOT need to complete this portion of the training).
- **Two team social** (Team Leader/Student Team Leader organized) (1-3 hours)
- **Participant Pre-Departure Training** – January 19, 2020, 10:00 am - 4:00 pm (6 hours)
- **Pre-trip meeting with the Global Experiential Learning Coordinator** (February 11-15, 2018) (1 hour)

- **IMPACT Serves** - The week of Sunday January 12 – Saturday, January 18 (3-4 hours)
- **IMPACT Experience** - (1 week)
- **IMPACT Experience Re-Entry Workshop** – Sunday March 1, 2020, 1:00-4:00pm (3 hours)
- **IMPACT Experience Showcase** – March 3, 2020 – 10:00 am -3:00 pm (time can be shared amongst team members)
- **Choose ONE of the following sessions – note all sessions will be offered at various times throughout January and February.** Registration will open in January at [Western Connect](#)
  - **Fair Trade Learning** (1.5 hours)
  - **Ethical Story Sharing** (1.5 hours)
  - **Connecting with Community** (1.5 hours)
  - **Gender Norms & Sexual Violence and Critical & Ethical Global Engagement** (2.5 hours)

### Summer Team Leaders

- **Participate in a student team leader carousel** - Saturday, October 19 from 9:30 am - 12:00 pm (this is where you will have an opportunity to select your student team leader) (3 hours).
- **Groundwork Meeting** - Thursday, December 5, 2019 (2 hours)
- **Team Leader Training** (10.5 hours)
  - Introductions and Student Team Leaders – Tuesday October 15. 4:30-6:00pm
  - Introduction and Expectations - Tuesday, October 29, 4:30-6:00pm
  - Team Development and Group Dynamics in an Intercultural Context - Tuesday, November 12, 4:30-6:00pm
  - Facilitating the Reflective Process - Tuesday, November 26, 4:30-6:00pm
  - Leadership in Wellness Training: A strength based approach - Tuesday January 7, 4:30-6:00pm
  - Safety Abroad - Tuesday January 21, 4:30-6:00pm
  - Something's Up! - Tuesday February 4, 4:30-6:00pm
- **Foundations for International Mobility and Engagement (FIME)** - Webinar through Western International – Schedule on your own time (5-6 hours) (Local experiences do NOT need to complete this portion of the training).
- **Two team social** (Team Leader/Student Team Leader organized) (1-3 hours)
- **IMPACT Serves** - The week of Sunday January 12 – Saturday, January 18 (3-4 hours)
- **Participant Pre-Departure Training** – March 22, 2020, 10:00 am - 4:00 pm (6 hours)
- **Pre-trip meeting with the Global Experiential Learning Coordinator** (April 13-24, 2020) (1 hour)
- **IMPACT Experience** - (1 week, 12 days or 2 weeks depending on the experiences)
- **IMPACT Experience Re-Entry Workshop** – TBD (3 hours)
- **IMPACT Experience Showcase** – September 2020
- **Choose ONE of the following sessions – note all sessions will be offered at various times throughout January and February.** Registration will open in January at [Western Connect](#)
  - **Fair Trade Learning** (1.5 hours)
  - **Ethical Story Sharing** (1.5 hours)
  - **Connecting with Community** (1.5 hours)
  - **Gender Norms & Sexual Violence and Critical & Ethical Global Engagement** (2.5 hours)

## QUALIFICATIONS

- Full-time or part-time Western Faculty, full-time Western Staff or full time Graduate Student (affiliate staff, faculty and graduate students will be considered).
- Leadership and facilitation skills
- Excellent communication, interpersonal and group processing skills
- Strong problem solving skills and ability to stay positive and flexible
- An understanding of and appreciation for community engaged learning
- Ability to be an ambassador for Western University, promoting positive values and leaving a positive impression with all participants

*All Staff/Faculty/Graduate student Team Leader applications are due online [here](#) by **Friday September 27, 2019** with interviews taking place October 8-11, 2019.*