



School of Kinesiology UBC Senior Orientation Leader – Imagine UBC Day 2021

Imagine UBC and the University's first year transition programs serve as new students' formal welcome to the University, an invocation to the learning community that is built on equity and mutual respect. Imagine UBC helps students begin to find a community at UBC, feel supported from their first day on campus and throughout their first year as a Kinesiology student, and provides a beginning to a learning experience that will challenge, stimulate and prepare them to achieve their goals and meet the challenges of our local and global communities.

Imagine UBC is coordinated through the Centre for Student Involvement and Careers within the Vice President, Students' portfolio working in collaboration with staff, faculty and students from across the University in the development and implementation of the program.

The Senior Orientation Leader position plays an important role in the recruitment, development and oversight of Imagine UBC student leaders. As a Senior Orientation Leader, you will help shape the new-to-UBC KIN student experience, contribute to programming, curate resources, co-host events and support ongoing leader development. *You will also* provide both direct and indirect peer support to a cohort of first year and transfer students.

Due to the ongoing impacts of the Covid-19 pandemic, the details of this role may change during the planning process for Imagine UBC. We anticipate that this role will take place virtually in the Spring of 2020, but there may be both in-person and virtual components in the Summer and Fall of 2021, depending on provincial safety measures and the university's approach to learning in 2021. If you have questions about what this might look like, please contact Elise, School of Kinesiology Student Engagement Officer at elise.lebrun@ubc.ca

This volunteer posting is for 5 Senior Orientation Leaders that fall into two categories:

- **3** Senior Orientation Leaders will be working directly with developing and supporting the programming for First-Year Kinesiology Students (majority of which are direct entry from high school).
- **2** Senior Orientation Leaders will be working directly with developing and supporting the programming for Transfer Kinesiology Students (transferring from another university or college, including UBC Okanagan, or from another Faculty/program within UBC Vancouver).

All 5 School of Kinesiology Senior Orientation Leaders, regardless of being designated as First-Year or Transfer, will work closely as a single, cohesive team to help build out and implement the Imagine UBC Orientation Experience for new-to-KIN students.

Note: Recruitment for other Orientation & Transition Leader roles, including Imagine UBC Orientation Leaders, will begin in May 2021.

Primary Functions:

Senior Orientation Leaders in the School of Kinesiology fulfil **three major functions**:

1: Build and Support an Engaged Community of Orientation Leaders

Senior Orientation Leaders play a major role in building community and fostering a culture of care and support amongst all orientation leaders so that they are prepared to welcome incoming students. Orientation leaders are placed into teams of approximately 6-8 people. Each team is led by a Senior Orientation Leader who provides ongoing support, communication and guidance for their team members throughout the summer months.



Duties include:

- Building and maintaining a respectful environment for others in all University-related activities.
- Building peer relationships.
- Modeling professionalism and leadership.
- Embracing your role as a UBC ambassador for student leadership.
- Communicating important updates from UBC staff regarding the Orientation and Transition program to your team via email or other social media.
- Providing support to the development of the student leaders in your team through their summer skill development online training program.
- Motivating team members to stay engaged for the duration of their roles and to build a successful team

2: Imagine UBC: Planning, Delivery and Evaluation of Orientation Events

All Imagine UBC Senior Orientation Leaders will brainstorm, implement ideas and provide feedback on Orientation programming to facilitate social connections and support the academic preparedness of new to UBC KIN students.

Duties include:

- Providing leadership and active participation as a member of a larger community of student leaders across the UBC Vancouver campus.
- Assisting with the facilitation of Orientation Leader recruitment and selection
- Maintain regular and timely communication with the Student Engagement Officer to ensure effective organization of training, programming and scheduling of meetings
- Assist with the delivery of pre-Imagine UBC Day orientation events
- Assisting with the organization of Imagine UBC activities for new-to-UBC and transfer students.
- Maintaining consistent communication throughout the planning process to ensure successful program delivery.
- Support Orientation Leaders and new-to-UBC students during Imagine UBC, responding to questions, helping with activity implementation, and reacting quickly and appropriately if any issues arise
- Support the School of Kinesiology Student Engagement Officer on the delivery of Imagine UBC Day
- Facilitate one or more events as an emcee
Assume the role of back-up orientation leader (if required)
- Pending return to campus, contribute to the development, implementation and oversight of on-campus safety plan for campus activities
- Participating in the program evaluation process and providing recommendations for the future.

3. Contribute to Program Design for Returning Student Orientation

All Imagine UBC Senior Orientation Leaders will brainstorm, implement ideas and provide feedback on returning student orientation programming to welcome back students and facilitate social connections between new and returning students.

Duties include:

- Contribute ideas and solicit feedback from returning students to guide programming
- Assist with the organization and promotion of Imagine Day events
- Support the School of Kinesiology Student Engagement Officer on the delivery of Imagine UBC Day for returning students

As regulations change there may be additional duties assigned. These will be a discussion with the Student Engagement Officer and your feedback will be valued throughout this process.



Overview of Time Commitment

Training and Development

- Attend an all-faculty Senior Orientation Leader training session (May 6, 2021 between 4pm and 9pm PDT, timing to be confirmed)
- Complete Community Building Education online course (prior to July 15, 2021)
- Attend training for role in late August/early September 2021
- Complete asynchronous role training as required in late August 2021

Leader selection & development

- Facilitate Orientation & Transition Leader Recruitment (throughout April/May 2021).
- Assist with the facilitation of Orientation & Transition Leader selection process (throughout May 2021 – roughly 10 hours).
- Maintain regular contact (via email, meetings, etc.) with your team of Orientation Leaders and facilitate the completion of online learning modules during the summer.
- Provide updates from UBC staff to your leaders.
- Follow up with your team after Imagine UBC to conduct 1:1 and team evaluations.

Program development

- Attend monthly meetings throughout the academic year and in summer months leading up to Imagine UBC and after Imagine UBC (usually once a month, 1.5-2 hrs, March 2021 to October 2021)
- Maintain regular contact (via email, meetings, etc.) during the summer with UBC Staff.

Event Management

- Attend and co-deliver Imagine UBC: Tuesday, September 7th, 2021.

Skills and Qualifications required:

- Current undergraduate student in the School of Kinesiology in good academic standing. By applying to this position, you consent to academic checks to ensure positive academic standing in the school. Preference will be given to students in 3rd year at the time of applying, but all applicants will be considered.
- Recognizes the importance of their role as a positive role model and representative of UBC and the School of Kinesiology.
- Demonstrated experience leading small teams
- Reliable and able to commit to and follow through with all Senior Orientation Leader required duties, dates and expectations as outlined above.
- Confident facilitating and contributing to conversations in an online and in-person environment
- Demonstrated ability to adapt to new and challenging experiences with a positive mind-set.
- Excellent organizational, communication, and interpersonal skills.
- Ability and willingness to work independently and as part of a team with students, volunteers, and staff.
- Knowledge of UBC and volunteer/work experience on campus.
- Knowledge and/or sensitivity to issues affecting students and their transition to Canada or to UBC
- Previous experience with UBC Orientations as a Leader is an asset but is not required.
- Being flexible and adaptable to programming changes that may occur depending on needs of incoming new-to-UBC students and UBC's approach to learning in fall 2021.



Skills and Experiences to be enhanced through your involvement as a Senior Orientation Leader:

- Training and development on inclusive leadership, recruitment and selection
- Facilitation skills (leading a group of 10-15 peers, leading online learning and reflection, assisting with facilitation of different events and sessions etc.).
- Written and oral communication skills (email correspondence, public speaking, etc.).
- Time management and organization skills through contributing to different orientation projects and leading a remote team
- Teamwork and collaboration skills
- Self-awareness through reflective practice.
- Project Management and Information Technology skills through using a variety of online platforms for team communication and the delivery of online orientation events
- Active listening skills and awareness of the needs of students in transition
- Problem-solving and critical thinking.
- Leading and participating in a remote team.
- Experience working with diverse teams, including peers, staff, and faculty.

Commitment to Equity and Inclusion

- Equity and diversity is essential to the academic community at UBC, and is essential to Orientations programming that will support all incoming students. A diverse leader community can help contribute to effective community building and to the empowerment of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit or Indigenous person.
- We expect **all applicants** to be committed to equity and inclusion, and leaders will be provided with ongoing training related to these topics. We expect all applicants to show respect for all people and their differences, demonstrate fairness and equity, work to understand the perspectives of others, promote cooperation and collaboration, bring out the best in others, demonstrate empathy and use respectful language.

Apply by Sunday, February 28, 2021, 11:59PM
tinyurl.com/kin-srol-2021