



DEPARTMENT OF STUDENT
WELL-BEING AND COMMUNITY

Volunteer Position Description - Orientation Leader

Purpose of Role:

The Orientation Leaders (OL's) will provide a welcoming and inclusive community experience for our incoming, new students by providing the necessary information, resources, and tools to help them be successful as they transition to life on NAIT's campus, and by facilitating relationship development between peer groups.

Description:

Orientation Leaders co-facilitate a classroom presentation and lead a campus tour for new-to-NAIT students during the Fall and/or Winter Orientations, as well as KickStart Pre-orientation in late Spring. The orientation presentation offers information delivered in a PowerPoint presentation, and supporting engagement/interactive activities. The campus tour guides students around NAIT's main campus and highlights stops along the way. All materials and training are provided by the Student Engagement Orientation team, and OL's are supervised by the Orientation Coordinator.

Responsibilities:

- Participate fully in the Orientation Leader program, including a training session
- Practice the presentation and campus tour script, and prepare in advance, to be comfortable with the information being presented and the activities being facilitated
- Co-facilitate a classroom orientation of up to 60 students and lead a campus tour to a group of those students; classroom presentation will be approximately 2 hours and the campus tour will be approximately 1 hour for (approximately 3 hours in total)
- Work independently and as a team member
- Attend both orientation days, presenting a classroom orientation session and a campus tour each day
- Be a positive role model for the community and project a positive image of service, representing Student Engagement and NAIT

Qualifications:

- Knowledge of campus resources and physical layout
- Strong communication and interpersonal skills
- Comfortable speaking in front of groups of students
- Outgoing and willing to interact with others

- Responsible and flexible working style
- Organized and good time management skills
- Respect diverse groups of individuals with differing perspectives and experiences
- Desire to assist in welcoming first-year students to NAIT
- Enthusiasm for NAIT

Remuneration:

Orientation Leaders are volunteers and receive alternate compensation including:

- Opportunity to develop leadership and facilitation skills, valuable experience to cite on your resume
- Enhance your networking skills
- NSO Orientation Leader t-shirt
- Appreciation lunch on day of orientation
- One AT NAIT Gift Card provided after Orientation (you will receive \$15/day that you volunteer)

Important Dates for OL's:

Winter 2020 New Student Orientation:

January 3, 2020

Training Sessions:

Thursday, December 12, 4:00 – 6:30pm

Friday, December 13, 1:30 – 4:00pm

Monday, December 16, 10:00am – 12:30pm

* You must attend one of the training sessions, in preparation to be an OL