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|  | JOB DESCRIPTION  Volunteer |

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| **Position Title:** | **Horizons Sessions Coordinator** |
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| **Term of Office:** | March 1 to August 30 |
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| **Supervisor:** | Horizons Coordinator |
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| **Remuneration:** | Volunteer position |
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| **Hours of Work:** | 3-5 hours per week (minimum) with hours of work increasing as the event date approaches |

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| **General Scope of Duties** |
| The Sessions Coordinator is responsible for planning and organizing all sessions for the Horizons Conference. This will consist of researching best practices in mentorship and transitioning to University, coming up with new and effective activities and themes. Emphasis will be placed on designing activities with a tangible take-away that delegates will be able to look back on. The Sessions Coordinator will work closely with the Planning Team, attending all meetings and training sessions. During the conference weekend, this position will transition into a Leadership Developer (LD). |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Financial & Budgeting Function | 5% | * Work within a budget assigned by the Coordinator to plan supplies needed for all sessions * Research items needed for proposed session events and present it to the Coordinator |
| Communications Function | 40% | * Submit proposed session activities to the Horizons Coordinator * Coordinate all group sessions for the Horizons Conference * Prepare information for Leadership Developer and Delegate manuals regarding session details * Work with the other Planning Team members to plan and conduct the volunteer application and interview process * Facilitate training of all Leadership Developers regarding proper delivery of sessions during staff training * Assist in the promotions for staff and delegate recruitment for the Horizons Conference |
| Leadership & Facilitation Function | 30% | * Lead breakout sessions for groups of 10-12 delegates during the conference weekend * Foster the development of leadership skills in others * Sensitively respond to student issues and concerns * Establish and maintain an environment that is conductive of personal development and ensures that delegates feel safe and secure * Actively mediate conflict in a holistic manner * Collaborate with co-LDs prior to the conference weekend to plan a group theme and session room decorations * Collaborate with co-LDs prior to the conference weekend to contact delegates and welcome them to the Horizons conference |
| Research Function | 20% | * Investigate university transition programs offered by other institutions * Read published research about leadership development, university transitioning, etc. * Collect and interpret feedback from Planning Team members on how to improve sessions moving forward |
| Other | 5% | * Attend all Horizons Planning Team meetings * Work with the other Planning Team members to plan and conduct the volunteer application and interview process * Prepare session bags for delegate groups containing all necessary supplies * Regularly update the transition report throughout the duration of conference planning. To be completed post conference * Other tasks as assigned by the Coordinator |

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| **Knowledge, Skills and Abilities** |
| * Prior experience attending or planning leadership conference or workshops an asset * Must be creative, flexible, and open to new ideas * Strong organization and time management skills * Strong interpersonal and communication skills to foster positive relationships with delegates * Excellent speaking, listening, and facilitation skills * Approachable and accessible to student needs and concerns * Sensitivity to diverse lived experiences from a wide range of backgrounds * Experience in conflict mediation is an asset * Teamwork |

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| **Effort & Responsibility** |
| * Attention to detail * Responsible for the overall success of the conference, with emphasis on the sessions during the conference * Expected to interact closely with other conference staff and youth delegates * The Sessions Coordinator is expected to be a positive role model during the conference and beyond, maintaining professionalism with all delegates |

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| **Working Conditions** |
| * Time demands may exceed stated hours of work, especially as the conference approaches * Most work can be completed in a shared office space or from home |

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| **Training and Experience** |
| * Experience with previous or other leadership conferences is an asset * Experience creating and leading leadership programs is an asset * Experience facilitating training sessions is an asset * Previous leadership or mentorship experience is an asset but not required * Additional required training will be provided by the Horizons Coordinator |

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| **Equipment** |
| * Personal computer |