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| MSU-logo-2001 | JOB DESCRIPTION  Volunteer |

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| **Position Title:** | **Horizons Leadership Developer (LD)** |
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| **Term of Office:** | July 1 - August 31 |
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| **Supervisor:** | Horizons Coordinator |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | 16 hours of training and entirety of conference weekend. |

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| **General Scope of Duties** |
| A Leadership Developer (LD) is paired with two co-LD's to lead a group of 10-12 delegates through the Horizons conference weekend. LDs will strive to foster self-development and empowerment within conference delegates.  A suitable candidate may have previous leadership experience, exhibit passion for fostering growth, and should act as a positive role model for delegates during the conference weekend and beyond. LDs must be available for the entirety of the Conference weekend, usually held in late July, as well for a weekend training session. |

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| **Major Duties and Responsibilities** | | |
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| **Category** | **Percent** | **Specifics** |
| Responsibilities | 100% | * Lead breakout sessions for groups of 10-12 delegates during conference weekend. * Foster the development of leadership skills in others. * Sensitively respond to student issues and concerns. * Establish and maintain an environment that is conducive 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. * Promotion of conference to potential delegates/occasional outreach to community partners prior to conference. |

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| **Knowledge, Skills and Abilities** |
| * Strong Communication skills; * Excellent speaking, listening, and facilitation skills; * Sensitivity to diverse lived experiences from a wide range of backgrounds; * Approachability and accessibility to student needs and concerns; * Ability to recognize and respond effectively to delegate concerns; * Experience in conflict mediation is an asset. |

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| **Effort & Responsibility** |
| * Effort required to act as a positive role model to delegates both at the Horizons Conference and beyond. * Responsible for supervising young students in a setting where they may feel vulnerable. * Large group events held at conference will require LD support. |

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| **Working Conditions** |
| * Expected to interact closely with other conference staff and delegates. * Expected to be engaged and available for the entirety of the conference weekend. |

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| **Training and Experience** |
| * Previous leadership/mentorship experience is an asset but not required. * Attendance at mandatory weekend training. * All training required will be provided. |

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| **Equipment** |
| * Any supplies required for the conference weekend will be provided. |