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| . MSU-logo-2001 | MEMO*From the office of the…*Spark Director |
| TO: | Members of the Executive Board |
| FROM: | Mitchell German |
| SUBJECT: | Team Leader Job Description Revisions |
| DATE: | [Date of EB meeting here] |

Dear Executive Board,

Thank-you for taking the time to review the edits I have made to the Team Leader (TL) job description. The major changes I am suggesting and the purposes for these edits are as follows:

* All mentions of **‘Spark Coordinator’** were changed to **‘Spark Director’** to reflect the structural changes in Spark’s management.
* As of recent years, the expectation is that TLs will help to facilitate at **least one Spark workshop/event per semester** in addition to their role of conducting sessions. I made this change to ensure expectations were being adequately communicated to applicants/TLs.
* As of last year, Spark sessions have been **reduced from 1.5 hours to 1 hour** to help prevent screen fatigue in a virtual setting. We had received positive feedback last year from first-years based on this time change. Thus, this change is reflected in the JD.
* TLs are not necessarily required to conduct 1-on-1s with their first years unless requested. However, we do recommend that they **informally ‘check-in’** with their first years weekly as a form of support (I.e., sending a message on Instagram, Facebook, etc.)
* Based on the current COVID-19 pandemic, **all TLs must have access to a laptop with Microsoft Teams**. As well, they will mostly be working in an **online environment**. I also kept the expectation they will be working in an indoor space to reflect the possibility of Spark’s programming being in a hybrid format.
* Other language edits were made as I felt was necessary to make the expectations more understandable for applicants/TLs.

Best,

Mitchell German

Spark Director

McMaster Students Union

[spark@msu.mcmaster.ca](mailto:spark@msu.mcmaster.ca)