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| MSU-logo-2001 | JOB DESCRIPTIONVolunteer |

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| **Position Title:** | **Spark Team Leader (TL)** |
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| **Term of Office:** | May 1 – April 30 |
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| **Supervisor:** | Spark Director |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | 4 – 5 hours per week |

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| **General Scope of Duties** |
| Team Leaders are expected to lead Spark sessions on a weekly basis. Team Leaders will work in groups to facilitate discussion, group activities, and self-reflection, with the goal of guiding first-year students through their transition to university. Additionally, Team Leaders will facilitate Spark workshops and events at least once per semester. A suitable candidate exhibits passion for first-year success. Spark sessions are scheduled for 1 hour per week, supplemented by a 1-hour mandatory weekly training session. Team Leaders are expected to engage informally with Spark students weekly through regular check-ins.  |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Leadership & Facilitation Function  | 80% | * Lead 1-hour sessions with groups of 10-15 students on a weekly basis
* Be as available as possible to students outside of sessions, including responding to questions, socializing, and engaging in at least one informal one-on-one interaction with a Spark student each week
* Sensitively respond to student issues and concerns
* Facilitate Spark events and workshops at least once per semester
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| Other  | 20% | * Attend a 1-hour training each week on the upcoming week’s session
* Provide feedback on the service, sessions program, and events
* Promote events, workshops, and online resources provided by Spark
* Attend training and volunteer meetings as scheduled
* Other duties as assigned by the Spark Director
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| **Knowledge, Skills and Abilities** |
| * Strong interpersonal and communication skills
* Strong time management and organizational skills
* Excellent speaking, listening, and facilitation skills
* Sensitivity to persons from a wide range of backgrounds
* Approachable and accessible to student needs and concerns
* Ability to recognize and respond to students who require assistance academically, socially, or mentally, and offer appropriate support and referral
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| **Effort & Responsibility** |
| * Team Leaders will occasionally be needed to help promote the service through social media
* Workshops and events held throughout the year will require Team Leader support
* Maintain confidentiality of all students accessing Spark’s services
* All Team Leaders are expected to be a positive role model inside Spark sessions and beyond, maintaining professionalism with all members in the program
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| **Working Conditions** |
| * Regularly working in an indoor space (classroom, resource room, etc.)
* Regularly working in an online setting via Microsoft Teams
* May be expected to lead activities outdoors/off campus
* Expected to interact closely with groups of first-year students
* Time demands may exceed stated hours of work
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| **Training and Experience** |
| * Training will be provided by the Spark Director
* Previous leadership or mentorship experience is an asset, but not required
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| **Equipment** |
| * Access to a computer with Microsoft Teams will be required
* Any additional supplies required to lead Spark sessions will be provided
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