

Innis Community Development Chairs (Volunteer) Description, Minimum Requirements

Minimum Requirements

The Innis College Office of Student Life is now accepting applications for Community Development Chairs for the 2018-19 academic year.

In order to apply, students must meet the following minimum requirements for application. Applicants must be:

- An Innis student and/or Innis resident (going into second year and above). This includes all Innis commuter students in the Faculty of Arts & Science and all Innis residents in Arts & Science, the Faculty of Applied Science and Engineering or Faculty of Architecture.
- Returning as a full-time student in 2018 - 2019
- In good academic and financial standing as of May 31, 2018 (e.g. not on academic probation or in financial arrears)

Please note that the above are only the minimum requirements for applications are evaluated on a qualitative basis according to a large number of factors, particularly the applicant's contributions to the Residence, College or University community in the past year. **These positions are open to both commuter students and residents. There may be more than 1 Chair per portfolio (topic area).**

Incomplete and late applications will not be considered.

For more information on Student Life programming at Innis please visit www.innislife.utoronto.ca or email studentlife.innis@utoronto.ca

Role Description

In general, a Community Development Chair is responsible for the planning, development and delivery of all activities within a defined thematic portfolio under the Office of Student Life at Innis College. Additionally the Chair is also responsible for a committee which consists of fellow peers who are like minded and interested in active and passive program development within the portfolio.

Chairs will be coordinated by a Community Development Lead. Chairs will meet with the Community Development Lead regularly to report on planned activities to ensure that they align with the mission, vision and values of the Office of Student Life and for budgetary approval. Furthermore, Chairs may also receive additional support and guidance from the Transition and Support Don & Programming Assistants who will help in facilitating and coordinating planned events.

In summary the positional duties include but are not limited to:

- Independently planning *at least* two active programs per semester in conjunction with the portfolio committee;

- Coordinating *at least* one active program per semester as decided by the ADSL as per priorities for the Office of Student Life;
- Promoting further Innis and University of Toronto events relating to the portfolio topic;
- Establishing and chairing regular portfolio committee meetings;
- Keeping record of committee members participation;
- Meeting with the ADSL bi-weekly or as needed to ensure planned activities are strategically aligned and are on budget;
- Attending the Spring IN2U: Transition to Leadership Workshop in 2017 and 2018;
- Attending the late- August IN2U: Student Leader Day;
- Attending training sessions in August (dates to be announced);
- Additional duties as required.

The Chair role is crucial in the success of Student Life programming at Innis College.

If at any time the Chair has any questions or concerns related to their role, they should speak to the Assistant Dean, Student Life immediately.

Chair portfolios include:

Diversity and Multiculturalism, Social Innovation, Service Learning & Volunteerism

Academic Skills, Health and Wellness, Career Engagement

Goals of Life Skills & Leadership Programming:

- To provide skill building and an educational component and/or build community through social activities.
- To demonstrate impact beyond one's self, in both micro and macro settings.
- To provide meaningful learning to become better citizens.
- To provide opportunities for self-reflection.
- To reach all Innis College students and residents through active and passive communication methods.
- To provide professional development to Committee Chairs/Ambassadors and committee members, including attainment of notation on the Co-Curricular Record.

Opportunities for Community Development Chairs & Ambassadors:

- Theoretical learning
 - Historical context of student life
 - Student development theory
 - Curriculum development
 - Competency building
- Event planning skills
- Communication skills
- Leadership skills
 - Working collaboratively
 - Managing conflict
 - Valuing diverse perspectives