

## Innis Community Development Lead (Paid) 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.** Incomplete and late applications will not be considered. This position may be posted as a Work-Study position requiring a supplementary application.

For more information on Student Life programming at Innis please visit [www.innislife.utoronto.ca](http://www.innislife.utoronto.ca) or email [studentlife.innis@utoronto.ca](mailto:studentlife.innis@utoronto.ca)

### *Role Description*

Working closely with the Assistant Dean, Student Life, the Community Development Lead is responsible for the planning, development and delivery of all activities within a defined portfolio under the Office of Student Life at Innis College (Skills or Leadership). The Lead is also responsible for coaching a team of volunteers (Community Development Chairs) in multiple topic areas within the portfolio (Skills – Academic Success, Career Engagement, Health & Wellness; Leadership – Diversity & Multiculturalism, Service & Volunteerism).

The Community Development Lead will report directly to the Assistant Dean, Student Life and will be provided with a budget for the academic year. Community Development Leads will meet regularly with the ADSL 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.

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

- Ensuring at least three active programs are planned per topic area per semester in conjunction with the Chair;

- Attending regular meetings with the ADSL, Transition & Support Don, Mentorship Lead, and fellow Community Development Lead;
- Scheduling and facilitating portfolio meetings regularly with the Community Development Chairs within their portfolio;
- Promoting further Innis and University of Toronto events relating to the portfolio topic;
- Keeping record of committee members participation;
- 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 Lead role is crucial in the success of Student Life programming at Innis College. They will be paid an hourly rate for hours worked to a maximum of 10 hours per week. This position may be posted as a Work-Study position requiring a further supplementary application.

If at any time the Lead has any questions or concerns related to their role, they should speak to the Dean of Students and Residence immediately.

#### **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