

The LEAP Conference (Leadership - Engagement - Academic Success - Purpose) is a three day program designed to provide first-year students with important transition skills and leadership development.

Over the course of the weekend students will...

- Learn how to get involved with Athletics, Residence Life, the Student's Union and more
- Gain tools and learn about services to help tackle typical first-year challenges
- Explore personal leadership styles
- Strengthen communication skills
- Learn how to make the most of first year
- Make new friends from the Laurier community and have FUN!

The Student Leadership Centre is seeking two Co-Chairs to plan the conference; promote the opportunity to incoming first year students; and interview, hire and train the Skillbuilder volunteers.

It is important to live in or near Waterloo for the duration of January-August 2012 in order to attend weekly meetings and be able to adequately plan and promote the conference to first year students.

Hiring Timeline

Applications Available:	Monday January 9 th
Applications Due:	Wednesday Feb. 1 @ 4:30pm
Interviews:	Mon. Feb. 6 th
Offers:	Wednesday February 8 th
Acceptances:	Friday February 10 th
Skillbuilder Training:	Sun. Jul. 29 12-4pm
LEAP Conference:	Fri. Aug. 10-Sun. Aug. 12

Questions about the application process?

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LEAP Co-Chair 2012-2013 Volunteer Position Description

Role responsibilities include but are not limited to:

Volunteers

- Liaise with the Skillbuilder team prior to and during the conference
- Develop and facilitate Skillbuilder training on July 29th
- Support Skillbuilder team throughout the conference weekend and ensure that LEAP responsibilities and code of conduct are upheld
- Help coordinate LEAP reunion during the Fall term
- Plan and conduct interview and hiring process for Skillbuilder team

Logistics

- Develop a list of all logistical requirements including t-shirts, session supplies, event & evening activity supplies
- Book rooms for workshops, keynotes, meals, activities and accommodations
- Coordinate all meals, snacks & beverages
- Provide directional signage and registration for check-in and check-out
- Assign delegates and Skillbuilders to rooms

Program

- Updating and printing the LEAP student and Skillbuilder manuals
- Booking Keynote and guest speakers
- Develop program for entire weekend including concurrent sessions, evening and free time activities

Communication

- Co-Chairs need to be able to meet once or twice a week in person with the SLC Staff to provide regular updates about progress and any conference items still needing to be addressed
- It is recommended to live in or near Waterloo for Co-Chairs to promote LEAP to local high schools and incoming first year information sessions held during the summer months (for example, HeadStart)

Application for LEAP Co-Chair 2012-2013

Name: _____
Surname Given names

WLU Student Number: _____ WLU Email: _____

Local Phone Number: _____ Alternate Phone: _____

Academic Year: _____ Academic Major: _____

Previously attended LEAP? Yes No If yes: Skillbuilder Delegate

Available to facilitate training on Sunday July 29th, 2012 12-4pm: Yes No

Available to facilitate Skillbuilder Interviews on March 22-24th, 2012: Yes No

Anticipated living location May-August, 2012: _____

To help us in assessing your qualifications for a LEAP Co-Chair role, please respond to the following questions. All answers combined should not exceed 1500 words. Answers should be typed and double-spaced.

1. In your opinion, what purpose does the LEAP Conference serve?
2. Describe your personal philosophy of leadership.
3. What specific strategies would you use to help build and work with a successful LEAP Conference team (including Skillbuilders, Co-Chair, SLC Staff, SLC Ambassadors, & Volunteers)?
4. Based on your previous knowledge of LEAP, what are 2 changes/recommendations you would make in order to improve this year's conference?

Please submit your Co-Curricular Record with your application in order to highlight past leadership experiences and to serve as a possible source of references. If you do not have a Co-Curricular Record please attach two WLU references with contact information.

Signature: _____ Date: _____

Applications Due: Wednesday February 1st, 2012 by 4:30pm to:

Amanda McGowan – Coordinator, Student Leadership Centre (2nd Floor FNCC)

Please be prepared to sign up for an interview time on February 6th.

Please note: LEAP Skillbuilder positions and Co-Chair positions are mutually exclusive. If you are not successful in your application for Co-Chair but would like to be considered for a Skillbuilder position please check the appropriate box. You will not need to re-submit a Skillbuilder application although you will need to participate in the interview process for Skillbuilders.

- YES**, I would like to be considered for the Skillbuilder opportunity if unsuccessful
- NO**, I would not like to be considered for the Skillbuilder opportunity if unsuccessful