IGNITE STUDENT DIRECTOR POSITION DESCRIPTION

STUDENT DIRECTOR ESSENTIAL QUALIFICATIONS
✓ Must have previously served as an Ignite Team Leader.
✓ Must have and maintain a minimum cumulative GPA of 2.5 & be in good standing with the university.
✓ Must be enrolled full time (12 credit hours) at UT for Fall 2021 and Spring 2022, and an enrolled student Fall 2022.
✓ Must display professionalism and school spirit.
✓ Must demonstrate a commitment to new students and their success.

STUDENT DIRECTOR RESPONSIBILITIES AND SKILLS
Productive Relationships and Group Management
 ✓ Servant Leadership mentality (leadership philosophy that puts the needs of others first and helps people develop and perform as highly as possible)
 ✓ Ability to lead and facilitate relevant Ignite activities
 ✓ Actively maintain a positive and professional relationship with Jones Center for Leadership and Service staff
 ✓ Foster teambuilding and community within Ignite and the JCLS
 ✓ Ability to create a positive atmosphere for staff and participants

As a result of the Ignite Student Director position you will...
✓ Understand how to develop productive relationships with your Co-Directors, Ignite Team Leaders, and JCLS staff
✓ Believe in cultivating connections with others that contribute positively to their personal growth

Mentoring and Empowerment
 ✓ Mentor, train, and support the 2022 Ignite Team Leaders.
 ✓ Demonstrate and facilitate effective feedback skills with staff and participants.

As a result of the Ignite Student Director position you will...
✓ Effectively use one’s expertise and experience to teach, coach, and challenge individuals to reach their potential
✓ Select and apply various motivation strategies specific to each person on your team
✓ Offer and receive constructive feedback
✓ Delegate to others so they have a sense of ownership and accountability to the program

Supervision
 ✓ Aid in the development and execution of the Team Leader recruitment and selection plan
 ✓ Manage program planning, implementation, evaluation, and logistics
 ✓ Inspect program site, facilities, and equipment

As a result of the Ignite Student Director position you will...
✓ Set clear goals and expectations for Team Leaders
✓ Learn to recognize and celebrate the individual strengths and talents of Team Leaders

Follow-Through
 ✓ Serve as one of the on-site coordinators for the 2022 Ignite program
 ✓ Assist in the recruitment and selection process for Team Leaders in Fall 2021

As a result of the Ignite Student Director position you will...
✓ Exhibit a high level of commitment
✓ Maintain passion and energy to achieve intended program and personal goals
Initiative
✓ Plan, implement, and carry out program risk management and emergency action planning

As a result of the Ignite Student Director position you will
✓ Use good critical thinking and problem solving abilities to make effective and timely decisions
✓ Use Ignite experience and expertise to think creatively about ways to enhance the program

TIME COMMITMENTS
Ignite Student Directors are required to participate in the following activities:
✓ Team Leader Interviews and decisions (October & November 2021)
✓ Ignite Team Leader Orientation - November 30th, 2021
✓ Student Director Training – January 20-21, 2022
✓ Co-Teach Ignite Team Leader Course in the spring semester
✓ Ignite Staff Retreat – February 2022
✓ 1-hr weekly meetings with the Ignite executive staff in the Spring
✓ Co-facilitate additional TL Trainings and help table/present at new student events/programs as needed
✓ Assist in transition process for 2022-2023 SDs

ROLE-SPECIFIC RESPONSIBILITIES
Director of Staff Development (2)
- Take initiative in the support and care for Team Leaders
- Conduct regular check-ins with the Team Leaders throughout the Ignite class and program
- Assist Coordinator and Graduate Assistant in planning all aspects of Ignite Retreat
- Facilitate weekly morale-boosters during the Ignite class and lead daily team meetings during the programs

Director of Marketing and Media (1)
- Create content for social media to aid in the promotion of the Ignite program and related activities
- Take and edit photo and video footage for use on the website, social media, and print communications
- Maintain and regularly update the Ignite pages on the JCLS website
- Design promotional materials (both print and electronic)
- Create Participant Information Packet

Director of Recruitment and Communication (1)
- Assist Coordinator and Graduate Assistant in the planning and implementation of Group Interviews for Team Leaders
- Work with Coordinator and GA to recruit participants and track registration numbers
- Work with Director of Operations to manage an efficient check-in process for the programs
- Manage correspondence with incoming students and families via the Ignite email account
- Develop guides for the JCLS/OSFL student workers to help them answer questions about program details
- Collaborate with guidance counselors from local high schools to share information about Ignite with prospective students

Director of Operations (1)
- Evaluate detailed program schedules and make adjustments, as needed
- Create and manage all Fleet Management vehicle requests and training, track van usage during program and work with involved parties to handle any accident reports
- Create and manage all space reservation requests, parking passes for staff and students
- Work with Coordinator and GA to oversee hiring/payroll process for Team Leaders
- Work with Director of Recruitment and Communication to manage an efficient check-in process for all programs

Director of Service (1)
- Communicate with local nonprofits to identify needs in the Greater Knoxville community
- Work with Directors of Staff Development to plan a service project for the Ignite Staff Retreat
- Identify and organize in-person and in-direct service opportunities for Ignite Serves
- Manage all communications with community partners, including regular updates on participant numbers, needed supplies
IGNITE SESSION DATES (TENTATIVE)

Ignite Knox: June 22-24, 2022
June 29 - July 1, 2022

Ignite Serves: August 3-6, 2022

Ignite Summit: July 15-17 and August 10-13, 2022

COMPENSATION
- $8.50 per hr for Team Leader interviews in the Fall, Spring semester office hours, Summer office hours, and during the weeks of the programs
  - You cannot get paid for the 3 hours of Team Leader Class
  - You are responsible for tracking your time through a biweekly timesheet submitted to JCLS professional staff
- Each Student Director will get two weeks off in the summer, but those dates must not conflict with the session dates and vacation time will need to be approved by the Coordinator and Graduate Assistant

<table>
<thead>
<tr>
<th>Ignite Student Director Work Expectations</th>
<th>Fall 2021 (October 11-November 30)</th>
<th>Spring 2022 (January 18-May 6)</th>
<th>Summer 2022 (May 9-June 17)</th>
<th>Ignite Sessions (Dates Tentative)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directors of Staff Development</td>
<td>3 hours/week</td>
<td>6 hours/week</td>
<td>3 hours/week</td>
<td>40 hours/week</td>
</tr>
<tr>
<td>Director of Marketing &amp; Media</td>
<td>3 hours/week</td>
<td>6 hours/week</td>
<td>3 hours/week</td>
<td>40 hours/week</td>
</tr>
<tr>
<td>Director of Recruitment &amp; Communication</td>
<td>3 hours/week</td>
<td>3 hours/week</td>
<td>6 hours/week</td>
<td>40 hours/week</td>
</tr>
<tr>
<td>Director of Operations</td>
<td>3 hours/week</td>
<td>3 hours/week</td>
<td>6 hours/week</td>
<td>40 hours/week</td>
</tr>
<tr>
<td>Director of Service</td>
<td>3 hours/week</td>
<td>3 hours/week</td>
<td>6 hours/week</td>
<td>40 hours/week</td>
</tr>
</tbody>
</table>

By signing this agreement, you are committing to fulfill the role of IGNITE STUDENT DIRECTOR for 2021-2022. If for any reason you do not fulfill your commitment to the Ignite program or if you are removed from your position you understand that you will not receive the listed compensation.

________________________________________  __________________________  __________________
Print Name                                   Signature                                   Date