
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 2022 and Spring 2023, and an enrolled student Fall 2023.
- ✓ 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 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 2023 Ignite program
- ✓ Assist in the recruitment and selection process for Team Leaders in Fall 2022 (group and individual interviews)

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 (September & October 2022)
- ✓ Ignite Team Leader Orientation - October 26th, 2022
- ✓ Student Director Training – January 19-20, 2023
- ✓ Co-Teach Ignite Team Leader Course in the spring semester
- ✓ Ignite Staff Retreat – February 17-19, 2023
- ✓ 1-hr weekly meetings with the Ignite executive staff in the Spring
- ✓ Co-facilitate additional TL Meetings and help table/present at new student events/programs as needed
- ✓ Assist in transition process for 2023-2024 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 adjust, 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

