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## 2023 IGNITE TEAM LEADER DESCRIPTION & COMMITMENT

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As a 2023 Ignite Team Leader you will have the opportunity to lead incoming students in small groups and educate them about campus leadership opportunities while also guiding them through their transition into the UTK. Team Leaders provide a meaningful mentoring relationship while helping new students learn what it means to be a Volunteer. As a Team Leader, you will also discover and develop your leadership potential.

### **TEAM LEADER ESSENTIAL QUALIFICATIONS**

- ✓ 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 Spring and Fall 2023 semesters
- ✓ Must be enrolled in and successfully pass the 2023 Ignite Team Leader class
- ✓ Must display professionalism and school spirit
- ✓ Must be open to learning and challenging oneself to grow in leadership capacities
- ✓ Must be open to receiving and responding to constructive feedback

### **TEAM LEADER RESPONSIBILITIES AND SKILLS**

#### **Mentoring and Empowerment**

- ✓ Assist with new students' transition into the University of Tennessee
- ✓ Develop peers' and new students' interpersonal and leadership skills
- ✓ Challenge peers' and new students to examine and establish their leadership style, values and goals
- ✓ Foster an inclusive environment for the UTK community
- ✓ Serve as a role model for all undergraduate students at the University of Tennessee

As a result of the Ignite Team Leader position, you will...

- ✓ Effectively use one's expertise and experience to teach, coach, and challenge individuals to reach their potential
- ✓ Offer critiques and advice in a timely and respectful manner to improve a student's decisions, effectiveness, or interactions with others

#### **Facilitation**

- ✓ Lead a small group of students through teambuilding initiatives, diversity education, values clarification and identity activities
- ✓ Educate new students about University of Tennessee traditions and campus leadership opportunities

As a result of the Ignite Team Leader position, you will...

- ✓ Understand ways to manage group development during a meeting, activity, or conversation
- ✓ Effectively lead discussions, ask prompt questions, and keep the group on track

#### **Ethics**

- ✓ Seek opportunities to learn about different cultures and experiences
- ✓ Positively represent the University of Tennessee and the Jones Center for Leadership and Service at all times
- ✓ Support and encourage all Jones Center for Leadership and Service programs

As a result of the Ignite Team Leader position, you will...

- ✓ Enhance cross cultural communication skills
- ✓ Understand how to develop productive relationships with other Ignite Team Leaders, Student Directors, and JCLS staff
- ✓ Believe in cultivating connections with others that contribute positively to their personal growth and the growth of the Ignite program

**Career Readiness Competencies developed through this position:**

- ✓ Leadership: Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others
- ✓ Teamwork/Collaboration: Build collaborative relationships with UTK community, Knoxville community partners, and all other Ignite stakeholders; ability to work within a team structure, and can negotiate and manage conflict

**TIME COMMITMENTS:**

**Ignite Team Leaders are required to complete the following:**

- ✓ Ignite Team Leader Orientation - October 26<sup>th</sup>, 2022
- ✓ Ignite Team Leader Course in the Spring 2023 semester
- ✓ Participate in MLK Jr. Days of Service in Spring 2023
- ✓ Ignite Staff Retreat – February 17-19, 2023
- ✓ 1-hr meeting with the Ignite Student Directors of staff development in the Spring
- ✓ The full program session for which you are hired

**2023 Ignite Sessions (Dates TBD)**

- ✓ Knox: 2 Sessions
- ✓ Serves: 1 Session
- ✓ Leadership Summit: 2 Sessions

***THIS IS A PAID STUDENT LEADER POSITION. IF ALL THE ABOVE RESPONSIBILITIES ARE FULFILLED TO THE BEST OF YOUR ABILITY, THE IGNITE TEAM LEADER WILL RECEIVE:***

- ✓ \$9.75 per hour for 40 hours the week of the Ignite session
- ✓ Meals during Ignite Retreat and Ignite Sessions
- ✓ Team Leader uniform shirts and 2023 Ignite program shirt

**By signing this agreement, you are committing to fulfill the role of IGNITE TEAM LEADER for 2023. 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 pay.**

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**Print Name**

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**Signature**

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**Date**