



JONES CENTER FOR LEADERSHIP & SERVICE

2024 IGNITE TEAM LEADER JOB DESCRIPTION & COMMITMENT

As a 2024 Ignite Team Leader, you will lead incoming students in small groups, educating them about campus resources and leadership opportunities, and guiding them through their transition to the University of Tennessee. Team Leaders foster meaningful connections and relationships with new students while helping them learn what it means to be a Volunteer. As a Team Leader, you will also develop your leadership skills as you grow in your leadership journey.

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 2024 semesters
- Must be enrolled in and successfully pass the 2024 Ignite Team Leader class
- Must be open to learning and challenging oneself to grow in leadership capacities
- Must be open to receiving and responding to constructive feedback
- Must be willing to support and adhere to the mission of JCLS, UT Student Life, and UTK

TEAM LEADER RESPONSIBILITIES AND SKILLS

Community 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 positive example for all undergraduate students at the University of Tennessee

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

Ethics

- Display elements of respect for humanity by respecting the person and respecting the space
- Promote unity and shared learning among all people and experiences
- Fill all unknown gaps with trust by acting in good faith

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

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

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

TIME COMMITMENTS:

Ignite Team Leaders are required to complete the following:

- Ignite Team Leader Orientation – November 27, 4:30 – 6:00pm (SU 169)
- Ignite Team Leader Course in the Spring 2024 semester
- Participate in MLK Jr. Days of Service in Spring 2024
- Ignite Staff Retreat – February 9-11, 2024
- 1-hr meeting with the Ignite Student Directors of staff development in the Spring
- The full program session for which you are hired

2024 Ignite Sessions

**Session Dates are not set and subject to change. Currently, the plan is the following:

- The Transfer Experience: 1 session in January
- 865: 4 sessions in June, 1 session in August
- Summit: 1 session in July, 1 session in August

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

- \$11.00 per hour for 40 hours the week of the Ignite session (based on tenure – see compensation plan below)
- Meals during Ignite Retreat and Ignite Sessions
- Team Leader uniform shirts and 2024 Ignite program shirt

	Specialist (Ignite TL)
Entry Wage	\$ 11.00
1 Yrs of Service	\$ 11.50
2 Yrs of Service	\$ 12.00
3 Yrs of Service	\$ 12.50

** If hired within 60 days of start of semester, year of service begins the first day of the semester.

If hired after 60 days from the start of the semester, year of service begins the first day of the next semester.

By signing this agreement, you are committed to fulfilling the role of IGNITE TEAM LEADER for 2024. 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.

Print Name

Signature

Date