

STAFF PROFESSIONAL DEVELOPMENT OPPORTUNITY PASSPORT TO LEADERSHIP (P2L) VOLUNTEER FACILITATOR

Student Services is recruiting P2L volunteer facilitators for SFU's student leadership development program, [P2L 1: Foundations of Leadership](#) for the 2019/2020 academic year.

This is an excellent professional development opportunity for SFU staff members who are interested in developing group facilitation skills and working with students in an enhanced or different capacity.

APSA and CUPE staff members are welcomed to apply! If you are a CUPE staff member, please ensure you have obtained the support and permission from your supervisor prior to applying. Keep in mind that P2L workshops are offered during regular office hours, and staff will be required to arrange alternate work schedules in order to fulfill their role as a facilitator.

Passport to Leadership is a suite of 4 co-curricular leadership development programs for SFU students. For more information about this program, visit the P2L 1 website:

www.sfu.ca/students/get-involved/programs-and-opportunities/passport-to-leadership-1.html.

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“P2L was an invaluable professional development opportunity for me to further work on my own facilitation skills and helped me gain a lot of confidence in my ability to lead a class. The new perspectives I gained on classroom management as well as the insightful content that was covered within the sessions was refreshing and highly educational! I would definitely recommend this to anyone who is interested in a PD opportunity where you can receive training and practical hands-on experience!”

~ Former P2L Facilitator

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CONTACT

Helena Fehr
Student Development Educator
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DUTIES, RESPONSIBILITIES AND ESTIMATED TIME COMMITMENT (PER TERM)

VOLUNTEER POSITION OVERVIEW

The Volunteer P2L Facilitators support the P2L program by co-facilitating one cohort of P2L 1, the first level of this program which introduces participants to key leadership skills and topics.

BENEFITS

In return for your time and energy as a volunteer, you will benefit by:

- Receiving in depth facilitation training and feedback;
- Learning about leadership and student development;
- Gaining hands on experience with facilitating and public speaking;
- Interacting with students outside of formal office settings;
- Networking and building connections with staff members from across the university; and
- Collaborating with colleagues outside of typical working relationships.

TIME COMMITMENT

2 terms of your choice (Fall 2019, Spring 2020, Summer 2020) plus training the term before you start to facilitate.

- Due to the nature of the role of a facilitator and the amount of learning and development that happens through practice and experience, we request a minimum 2 term commitment as a Volunteer P2L Facilitator. This is to ensure that you have sufficient time to practice the facilitation skills you learned in training and gain familiarity with the content of the sessions.
- These two terms do not have to be consecutive.
- If you are unsure of your ability to commit to 2 terms, please contact Helena Fehr, Student Development Educator (sde2@sfu.ca; 778.782.2400)

QUALIFICATIONS

As a prospective Volunteer P2L Facilitator...

You are:

- Passionate about working with undergraduate students and supporting them in their personal and professional development; and
- Interested in developing your own leadership and facilitation skills in a dynamic, challenging, and rewarding volunteer role.

You have the willingness and ability to:

- Complete the online training prep work and attend the in-person training sessions;
- Spend the time required (approximately 17.5 hours per term as detailed above) to fulfill the duties and expectations of the role; and
- Commit to being a P2L facilitator for at least two terms in the upcoming academic year Fall 2019, Spring 2020, Summer 2020.
 - We acknowledge that we are asking for your availability far in advance and things might change between now and next summer. We will check in with you closer to the term that you signed up for to confirm your availability.

You also have:

- Your supervisor's permission to be a Volunteer P2L Facilitator;
- Excellent interpersonal and oral/written communication skills;
- An understanding of and ability to maintain appropriate professional boundaries with student participants; and
- Knowledge of or an interest in learning more about leadership theory and practice (especially as it relates to student leadership development)

Volunteer P2L Facilitators are expected to fulfill the following duties and responsibilities in preparation for their role and during their role:

Duties & Responsibilities	Time Commitment
<p>Work collaboratively with co-facilitators (SFU staff members and Student Leaders) to facilitate one P2L 1 cohort per term.</p> <ul style="list-style-type: none"> • Each P2L 1 cohort is comprised of 6 sessions. You are required to facilitate 5 sessions per term with the cohort that you are assigned to (based on your availability): <ul style="list-style-type: none"> ○ Both co-facilitators attend sessions 1-3, 5 & 6 of the program. ○ Session 4 is facilitated by other Student Services staff members. <p>Each session is 1 hour and 50 minutes and sessions are held throughout the term (generally from week 4 to week 10).</p>	<p>5 sessions x 1 hour and 50 minutes each = (9 hours and 10 minutes)</p> <p>* In the rare case where you are not able to facilitate, a back-up facilitator will take your place. As such you need to prepare for all sessions with your co-facilitators, and be available to provide back-up, if necessary. .</p>
<p>Room set up (most of this is done by our support staff – additional set up may be necessary), answering student questions after sessions.</p>	<p>Approximately 20-30 minutes per session = 2 hours (or 2.5 hours if you end up being the backup facilitator for a 5th session)</p>
<p>Communicate with co-facilitator before each session you are facilitating to plan for the session and confirm preparedness.</p>	<p>Approximately 1 hour for each session you are facilitating = 5 hours</p>
<p>Personal preparation – Review session outlines in advance of the sessions and practice.</p> <p>The 6 sessions of the program have ‘ready-to-go’ outlines that include key messages, speaking notes, activities and instructions on how to run each session, so facilitators do not need to develop any content.</p>	<p>Approximately 2 hours for each session you are facilitating = 10 hours</p>
<p>Time commitment per term (minimum 2 term commitment) = Approximately 22.5-24.5* hours of prep and session facilitation</p> <p>*Important information for you and your supervisor: You should plan for your personal preparation to take place on your own time. Approximately 14-16.5 hours of the time commitment for your role as a P2L Facilitator will be during regular office hours.</p>	

TRAINING DETAILS

Training Component	Time Commitment
<p>Online Training (mandatory)</p> <ul style="list-style-type: none"> Self-paced online modules to be completed before the day of your training session 	<p>12-15 hours (spread over the term prior to your first term facilitating)</p>
<p>P2L 1 Session Observation (optional)</p> <ul style="list-style-type: none"> As part of your personal training program you have the option of sitting in on one or more P2L 1 sessions to observe the facilitators and the group. Observing a session can help you get a sense of the context in which you will be facilitating and can also help you learn the content that you will be facilitating. 	<p>Depends on the number of session that you sit in to observe</p> <p>Each session is 1 hour and 50 minutes</p>
<p>In-Person Training (mandatory)</p> <ul style="list-style-type: none"> To be completed prior to your first term as a P2L Facilitator 	<p>7.5 hours</p> <p>A one-day training workshop is scheduled for:</p> <p style="text-align: center;">Wednesday, August 14, 2019 (9:00am to 4:30pm)</p> <p>The training sessions will take place at the Burnaby campus.</p> <p>Please confirm your availability to attend this session when you submit your completed application.</p>
<p>Facilitation Practice (Optional)</p> <ul style="list-style-type: none"> During the week prior to the first P2L 1 session that you will be facilitating, we invite facilitators to an optional practice session in which you can practice facilitating one of the sections that you will be facilitating “for real.” This is a good opportunity to receive feedback from your fellow facilitators and other professional facilitators. 	<p>Approximately 2.5 hours</p> <p>Optional facilitation practice will take place in September 2019 – exact date, time and location is TBA. Please indicate if you are interested in this option when you submit your completed application form.</p>
<p>Mid* and End of Term Debrief Meeting/Training Session (mandatory)</p> <p>*the mid-term meeting is a short meeting to touch base with other facilitators and share tips, ideas and ways to respond to challenges in group dynamics</p>	<p>2.5 – 3.5 hours</p>

Time commitment for training (not including optional training components) = 22-25 hours

* Important information for you and your supervisor: You should plan to complete the online training component on your own time. **10 hours of your total time commitment for training will be during regular office hours (this will be more if you choose to observe one or more P2L 1 sessions and attend the optional practice session).**

NOTE: While it is ideal for you to complete your training the term immediately prior to the first term you facilitate, sometimes this isn't possible due to vacation or other commitments. Therefore, it is possible for you to be trained in Summer 2019 and start your first term as a facilitator in Spring 2020.

APPLICATION INSTRUCTIONS

Complete the Facilitator Application Form which you can download [here](#) and submit it to sde2@sfu.ca

We are accepting applications for facilitators interested in starting in Fall 2019 and Spring 2020.

APPLICATION DEADLINE: JULY 19 AT 9:00AM

QUESTIONS

If you have any questions, please contact:

Helena Fehr

Student Engagement Educator

Student Engagement and Retention

sde2@sfu.ca

778.782.2400