

Welcome Week Leader Position Description

This leadership opportunity specifically supports the mission of New Student Programs (NSP) by providing programmatic support to Welcome Week (WW) in the month of August. The primary role of a WW Leader is to co-lead a small group of 20-30 incoming students throughout four days of WW programming. WW Leaders are expected to be willing to learn basic small group facilitation skills and make a relational investment in their small group during WW and throughout the fall semester.

Welcome Week Leaders as a member of the NSP Family

The **Welcome Week Leader** is a volunteer student leader position serving alongside the New Student Programs staff. New Student Programs creates shared experiences that foster belonging and excitement for new students and that inspire them to take ownership of their unique Baylor story. Welcome Week Leaders support this mission through their engagement and friendship with new students. Structurally, Welcome Week Leaders are mentored by a Tradition Leader and supervised by the Senior Coordinator of Welcome Programs and indirectly by the Assistant Director of Leadership & Curriculum.

Primary Responsibilities

- Create an environment that emphasizes intentional relationship building and advances the desired learning outcomes of WW.
- Attend all WW events with your small group, arriving on time and staying for the entire duration.
- Attend and fully participate in WW training sessions.
- Consistently communicate with your small group to encourage students to participate in WW events.
- Facilitate program needs by setting-up and tearing down of events, moving large and heavy items, etc.
- Assist with the staffing and coordination of WW by providing structured support and small group facilitation for a small group of new Baylor students.
- Respond to emergency situations as needed.
- Perform other duties relevant to the WW program as assigned.

Essential Elements:

- Leaders must maintain a 2.5 GPA overall as well as a 2.0 GPA minimum during the spring semester before the program begins.
- Leaders must have an active and growing Christian faith.
- Leaders must affirm the Diversity & Faith Commitments as outlined in the application.
- Leaders will commit to serve, with a heart of love and hospitality, fellow leaders, incoming Baylor students, and all those they meet during their time of service.
- Leaders agree to abide by all aspects of the [University's Student Conduct Code](#) for the duration of their employment.
- If for any reason, from the time a leader is selected to serve with New Student Programs until they end of their service, a leader is in violation of the Student Conduct Code, they must inform the Assistant Director for Leadership & Curriculum within 48 hours of the violation.
- Leaders will not be allowed to consume alcohol, on or off campus, throughout the entirety of their dates of service with New Student Programs. This policy extends to days on, as well as days off work, and applies to **ALL** leaders, including those who are over the age of 21. (NSP has a zero-tolerance policy when it comes to consumption, and you will be asked to leave the program if found in violation of this policy)
- It is strongly desired that leaders respond with maturity throughout their employment when faced with challenges - mental, emotional, physical, spiritual, and relational. If leaders need accommodation in dealing with any issues arising from these challenges over the summer, they should contact NSP professional staff members directly.
- Leaders must demonstrate a positive attitude and strong work ethic.
- Leaders must have a desire and ability to work effectively in a team-orientated environment.
- Leaders should possess the ability to be flexible and responsible as they will be given a wide variety of responsibilities in a dynamic work environment.
- These responsibilities include but are not limited to: arriving at prescribed locations on time, working in a professional environment, completing tasks and assignments given by the program leader(s), and facilitating a welcome experience for incoming Baylor students.
- Leaders should possess a commitment to diversity and inclusion as show value and care for each individual student and guest.
- At times, leaders may be required to engage in a fair amount of physical activity in excessive heat. Temperatures can consistently reach over 100 degrees in Waco during August. Leaders, with or without assistance, will need to lift 15 pounds and, at times, carry their possessions on their person (typically in a backpack). If a leader needs accommodation regarding these requirements, he or she should reach out to NSP staff members directly.
- Leaders must be a full-time, undergraduate student who will graduate in December 2023 or later.
- Leaders must be available for all training and program dates as outlined below.

Dates of Service

Date	Required Activity
Welcome Week Leader Interviews	April 11, 12, or 13
Welcome Week Leader Kick Off	April 26
Welcome Week Staff Training	August 15-16
Welcome Week Programming	August 17-20

Compensation

- The Welcome Week Leader position is a volunteer position.
- Leaders can expect to grow in their leadership experience and development.
- Community Service Hours in excess of 50 hours are given to go toward any club, organization, or department that requests it for the Fall semester.
- Most training and programmatic meals are provided.
- Leaders can expect to receive up to 4 Baylor T-Shirts.