

STEP 1 – IMPORTANT: REQUIRED GROUP INTERVIEW

If you are not available on Wednesday, February 29th from 8PM – 11PM to attend the group interview, you are not eligible to apply.

STEP 2 – JOB DESCRIPTION

Be sure this leadership position is for you. Keep this page for your records.

STEP 3 – TRAINING DATES

Check all the Training Dates against your personal calendar. All dates are required.

STEP 4 – REFERENCES

Find two people from within the Hartwick professional community who will provide written references for you. They should be people who are familiar with your ability to work with other people in the ways detailed on the Reference Form. Please talk with your referees to discuss this position and your interests/skills for it. Request these references immediately; they are DUE February 27th. Give one form to each of your referees and they will return the forms directly to the Director of Awakening. Your application is not considered complete without two references. You should follow up with your referees and check to make sure they were written and sent.

STEP 5 – APPLICATION DEADLINE AND COMPLETION

Complete the Applicant Information and the required Application Essays

DEADLINE: Applications are due 5PM February 24th to awakening@hartwick.edu

STEP 6 – NEXT STEPS

You will receive e-mail notification as to whether or not you are invited to the Group Interview on February 29th. Pending success at the Group Interview you will learn whether or not you have received an individual interview shortly thereafter.

Please e-mail awakening@hartwick.edu with any questions you may have.

AWAKENING Leader Job Description

ABOUT AWAKENING: *During the week before Fall Term, Hartwick College sponsors the Awakening Program for approximately 60 entering first year students. Awakening is held at Pine Lake and is a special orientation program designed to ease the transition of first year students into college. Awakening uses faculty, staff and upper class students as co-leaders. The program is dynamic and upbeat and emphasizes small group interactions through a series of ever-harder outdoor challenges that prepare students for the upcoming challenges of college life.*

GENERAL DUTIES: All staff are carefully selected and trained to work effectively with the first year students as teachers, advisors, role models, and leaders. Your main job would be to be a role model and friend, while also leading them through challenging experiences. You would need to connect students with Hartwick, and to help them see how the challenges of Awakening can prepare them for life at Hartwick.

SPECIFIC DUTIES:

- One faculty or staff person, and two upper class students (3 leaders total), will work with approximately 10-12 incoming students.
- Leaders must live at Pine Lake with their groups during Awakening.
- Student and faculty co-leaders will plan and implement many of the events for their group, including such activities as group initiatives, discussions, time with various faculty, and service projects. Other professional staff will be on site to lead challenge course events for small groups, with the group leaders present.
- Leaders are required to take part in thorough training during the spring and late August, as well as in several follow-up reunions throughout the fall.
- A stipend of \$225 is offered to student leaders.

QUALIFICATIONS:

NOTE: It is not necessary to have been an Awakening participant, or to be a member of Challenge Staff, to be an Awakening leader. RAs cannot apply to be leaders.

- Warm, friendly, and interested in helping others.
- Sense of humor and flexibility.
- Interest in serving as a role model and leader of peers.
- Significant evidence of ability to handle responsibility.
- Experience or interest in working/living outdoors.
- Clear view of self with an ability to receive feedback.
- Evidence of good listening, communication, and helping skills.
- Sound judgment in changing situations specifically regarding cautious management of risk.
- Ability to work well with others under stress.
- A positive and serious attitude toward the opportunities of college life and an interest in human growth.
- Commitment and persistence for longer programs and events; patient.
- Poised, self-directed, positive and optimistic.

AWAKENING 2016 | STAFF TRAINING DATES

- * **WHERE:** All held at Pine Lake Environmental Center. Don't forget to carpool!
- * **REQUIRED:** All training days are required unless otherwise noted.
- * **LUNCH:** is provided for all training days in August. Please provide your own lunch in April.
- * **WHAT TO BRING:** Please bring pen and notebook, Awakening manual and Quickie Activities, snacks as needed, water bottle, and raingear. Wear looser, older clothing, sturdy tie shoes or light boots, and layers of clothing.

Spring Training

IMMERSION DAY NEW (and rusty) STAFF ONLY

SAT, APRIL 21, 9AM-5PM

The purpose of this day is for you to experience what it is like to be a participant in Awakening. We believe our leaders need to know what adventure challenge activities are like before asking Awakeners to engage in them. We will do a few activities from each part of Awakening: icebreakers, games, initiatives, low challenge course events, high challenge course events, and reflection sessions. You will also experience, firsthand, the operation of our core philosophies and processes such as Challenge By Choice, use of perceived risk, FUNN, briefing and debriefing, and group agreements. Come ready to immerse yourself!

TEAMBUILDING/PLANNING DAY

SUN, APRIL 22, 9AM-5:30PM

The Awakening staff needs to be a supportive team and agree on Awakening's philosophy. Expect some traditional and new initiatives to help us accomplish that in the morning. During lunch, teams of three will be chosen. In the afternoon we'll have some fun as threesomes, then review the Awakening schedule. You'll begin to design five separate, interlinking schedules for the five groups of incoming students. Come ready to dive in!

August Training

LEADER BASICS NEW STAFF ONLY

MON, AUG 20, 9AM-4PM

We provide lunch this day!

This is a learn-by-doing day focused on how to brief, lead, and debrief adventure activities ... how to manage a small group effectively ... and basic safety management. Expect to learn experientially and to get a chance to try briefing and debriefing! We will use challenge activities as well as discussion.

ALL STAFF CAMPOUT

MON, AUG 20, 6PM

Mix...put up tarps...cook out...have fun! We provide s'mores and breakfast. Meet at the Lodge.

TEAM DAY

TUE, AUG 21, 9AM-4PM

We provide lunch this day!

Returning staff join new staff and we're all together! After re-bonding our community and getting focused on Awakening's mission, we get back into staff teams of three. We'll clarify our goals and needs to each other and learn specific ways to work together effectively as co-leaders. There is time for teams to review schedules and start to fine tune their plans. Through challenging interactions at the low elements, we will begin to delve into group management by having to manage things "on the fly" ... followed by discussion and feedback.

GROUP MANAGEMENT

WED, AUG 22, 9AM-4PM

We provide lunch this day!

On this day we pool all our new and veteran experience about how to be a leader in Awakening. We will cover more in-depth techniques for managing group situations you are likely to encounter during your week. We'll also discuss how to tailor activities to fit incoming students. Expect a lot of hands-on learning through skits, low elements, role plays, and leadership practice. More time for staff-team planning is included.

SAFETY

THURS, AUG 23, 9AM-4PM

We provide lunch this day!

This is the day we finalize the schedule for the week, putting last-minute details in place to prepare for a smooth week. We will review all program safety policies and procedures, and touch on basic safety, emergency, and first aid tips. Equipment also is issued.

FRIDAY, AUGUST 24 – OFF

THE AWAKENING PROGRAM RUNS SATURDAY, AUGUST 25TH (8AM) – THURSDAY, AUGUST 30TH (3PM)

AWAKENING 2016 | New Leader Application

TO BE ELIGIBLE: Applicants must attend the Group Interview and all Staff Trainings. | Athletic conflicts may be discussed on an individual basis.

Name _____ Student ID Number _____

Campus Box _____ Phone _____

Class _____ GPA _____ Declared Major(s) _____

Undeclared/Possible Majors _____

Did you participate in Awakening? _____ If so, in what year? _____ Shirt Size _____

Are you applying to be an RA: _____ [You may not be able to be an Awakening Leader AND a Resident Advisor]

Should you be denied an Awakening Leader Position, would you consider a position on the Wonder Crew? _____

Please indicate 5 free and reoccurring half hour time blocks between 9AM and 5PM Monday-Friday within your schedule

To Complete This Application

- Attach a personal statement [as detailed below]
- Request two references [forms attached]

AWAKENING Application Essay

In a separate document, please write a 1-2 page personal statement outlining how your current abilities and past experiences fit with the Awakening leader position. You may wish to reread the Job Description for qualifications and duties. Address the following topics thoroughly in your essay:

1. Specifically, describe why you think you would be an effective student leader. What specific leadership skills do you possess? What strengths would you bring to the Awakening Program? What type of leader are you? Use specific experiences and events in your life to illustrate these points.
2. Please describe what you hope to gain or learn from this experience. We ask our staff members to set goals and be willing to learn from their positions with Awakening.
3. Please explain what you believe Hartwick first year students most need that you could help give them during Awakening.

Applications are due 5PM on February 24th to awakening@hartwick.edu

AWAKENING 2016 | Reference Form

PLEASE NOTE: References are due February 27th to Director of Awakening, Seth Lucas – Dewar 320

An electronic version of this form is available upon request.

To Whom It May Concern:

_____ is applying for a position as student leader for the Awakening Program in August. Awakening is an intensive, outdoor, personal 6-day orientation to college held just before school begins. Three students and one faculty/alumni work together to form a staff team for each ten incoming students. They design and lead all the activities for their group; activities include lots of novel problems to solve, discussions about college and life, canoe or hiking trips, personal reflection exercises, and ropes course challenges. The program is intended to help first year students root themselves in their new community, and also to learn a little more about themselves and how to handle all the upcoming challenges of college. It's intended to be an insightful, friendly, and confidence-building program. Our leaders need to have strong skills in working with people. They need to be warm, friendly individuals who are interested in helping others. They should be patient, flexible, and willing to try new things. They need to be poised and able to deal with the unknown, and they need to work well with all kinds of people.

Please give us some feedback about this student by ranking her/his performance in each of the categories....and by adding your specific comments about what you have witnessed.

1 needs improvement

4 above average; worthy of note

2 usually sufficient

5 outstanding

3 average; gets the job done

N/A no knowledge of this trait

____ 1 - How well do you think the applicant can work with other strong leaders? Specifically leaders need to be collaborative; they need to know when to step forward and when to give in; they need to help plan and organize as well as lead; they need to co-lead with different types of people including faculty/administrators.

____ 2 - How would you rank the applicant's maturity and ability to be a strong role model? Our leaders set an important tone for the incoming class and they need to be positive and serious about the opportunities of college life. They need to know when to be a serious leader and when to relax and be a friend.

____ 3 - How would you rank the applicant's level of responsibility and judgment? In Awakening, leaders manage safety and need to make sound judgment calls in diverse, unexpected, and changing situations. They need to be able to speak up readily, be proactive and thoughtful in setting up activities, be willing to take on leadership challenges, and know their limits.

____ 4 - How observant is the applicant? The best Awakening leaders are able to read what's going on for other people, have an interest in human growth, and are sensitive to others' needs and perspectives. They listen well to peers.

____ 5 - Please rank the applicant on how s/he comes across to others. Our leaders need to be friendly, flexible, enthusiastic, and confident. A sense of humor and an ability to "roll with the punches" are useful as Awakening is an intense, fast-paced program with multiple tasks. Leaders need to be able to commit to a long, high-energy program.

____ 6 - Please rate the applicant's reliability, especially with respect to organization, planning ahead, punctuality, commitment, and professional demeanor. Is this someone you would hire to a complex job about which you cared a great deal?

____ 7 - What else makes the applicant particularly excellent for the Awakening program? Are there any other outstanding traits?

8 - Other comments or concerns:

Reference Name _____ Signature _____ Phone _____

Department or Position _____

How do you know the applicant? _____

Thank you for taking the time to refer this applicant. Your efforts are greatly appreciated.