

VOLUNTEER @ STONG



FALL/WINTER 2012-2013

VOLUNTEER OPPORTUNITIES

Stong College is looking for students volunteers for the 2012-2013 Fall/Winter academic terms this summer. Following you will find available volunteer opportunities, including instructions on applying.

Stong College is affiliated with the Faculty of Health and the Faculty of Liberal Arts and Professional Studies, serving students from Nursing, Kinesiology and Health Science as a well as English, Creative Writing and Professional Writing.

Stong College is a vibrant place where students interact with peers, senior student leaders, faculty and staff as they build friendships, explore the future, contribute to community and acquire the skills to be successful in university.



Position Title: Peer Writing Mentors, Write to Succeed

*** 2 to 5 hours per week ***

POSITION SUMMARY

Stong College is creating a new set of exciting student success programs. The Write to Succeed (WTS) program aims to help students properly and effectively write their papers, as well as build confidence within students about their writing skills. Peer Writing Mentors (PWMs) will work in the WTS Drop-In Centre and advise students of additional resources available on campus on an individual basis through the WTS Referral service. PWMs are a group of high performance students who volunteer and put their talents to work to help students from English, Professional Writing and Creative Writing, as well as Kinesiology and Nursing with their writing assignments; these assignments could range from essays, to lab reports and reflection papers. During the drop-in sessions, students can receive help with essay structure, grammar and spelling, as well as post-mortem reflections on papers that have already been marked. PWMs will help facilitate these sessions and will be responsible for providing referrals to students. Using demonstrated leadership skills, the PWMs will interact with Master's Office staff, students as well as internal and external partners to manage the Write to Succeed program.

HOW WILL YOU BENEFIT?

- ✓ Apply your leadership skills to the development of a unique and important student program.
- ✓ Have the opportunity to interact with key staff from some of York's units such as the Learning Commons at Scott Library, the Writing Centre and Learning Skills at Counseling Disability Services (CDS), while gaining knowledge about the university's writing resources.
- ✓ Work collaboratively with the Master's Office team and key student leaders.
- ✓ Obtain recognition for your volunteering contributions to the Stong College community and receive a letter of reference for participating in training as required, fulfilling your commitment(s) and completing/submitting peer evaluations.
- ✓ In collaboration with the Career Centre, participate in the annual workshop to help you translate your experiences, knowledge and skills onto your resume and co-curricular record.

POSITION RESPONSIBILITIES:

A. Development and Training

- Participates in training and office orientation in the week of August 13th, mandatory.
- Attends all three days of Welcome Days (academic orientation) in the week of August 27th, 2012.
- Reviews all Stong College materials related to the Write to Succeed Program.
- Meets with Stong College leaders (Master, staff leaders and student leaders) to gain an understanding of the background of the WTS program, the vision and the work currently being undertaken within the College.
- Available to volunteer 2 to 5 hours per week.

B. Communication and Administration

- Liaisons with other resources available at York for student writing such as the Learning Commons at Scott Library, the Writing Centre and Learning Skills through Counseling Disabilities Service (CDS).
- Communicates with the WTS Coordinator and college administration.
- Helps maintain a policy and procedure manual related to the Write to Succeed program.
- Maintains a comprehensive set of records.

C. Program Management

- Meets with the WTS Coordinator and fellow PWMs monthly to report on the progress of the WTS program.
- Updates Twitter and Facebook with upcoming events and daily schedules of the Drop-In Center.
- Creates worksheets that assist students with their grammar and sentence structures.
- Works with the WTS Coordinator to promote and improve the program.
- Facilitates the WTS sessions; provide the necessary support to students to ensure their writing skills are being developed.
- Contributes to the promotion of the Write to Succeed program.

CORE COMPETENCIES

- ✓ B+ academic standing
- ✓ Be proficient in writing and grammar and demonstrate skills in researching and referencing
- ✓ Must be emphatic to the needs of the students
- ✓ Excellent Interpersonal skills
- ✓ Demonstrated leadership abilities in peer leading situations
- ✓ Computing competency with basic spreadsheets (excel), word processing and knowledge of social media an asset

APPLICATION DETAILS AND DEADLINE

All applications are due on **July 23rd, 2012** at midnight. The selection and interview process will take place between July 24th and August 9th. Only successful candidates will be invited to an interview.

To apply for this position click on [Work at Stong College](#) to access the online application form. Please include the following in your application:

1. Letter of application explaining interest in this position and explaining why your strengths would make you a suitable candidate for the role. Your ability to successfully outline the above will be a necessary and essential condition for consideration to your application.
2. Resume.

FOLLOW UP PROCESS:

All applications will be reviewed by the Master's Office team.

Top ranked applicants will be contacted and expected to participate in a one hour group interview with the Master's Office team.