

# Welcome Week Leader Contract 2009

Welcome Week is a unique, exciting experience, and we work hard to make it successful. Your participation and commitment is a very important part of our success. Thank you for volunteering for this rewarding opportunity!

## General Facts:

Welcome Week is eight days of more than 200 programs for 5,000 new NYU students, and is coordinated and produced by the Student Resource Center. Welcome Week programs are not mandatory, but are very informative, useful, and fun! Welcome Week is open to all new NYU students, regardless of program or school, freshman or transfer.

## Dates and Time Commitment:

- **Applicants are required to attend a group interview session that will last approximately 90 minutes. Group interview sessions will be offered on the following dates: February 17<sup>th</sup>, 18<sup>th</sup>, and 19<sup>th</sup>.** Specific interview times can be selected via the Welcome Week Leader Application. **If selected for the Welcome Week Leader position, there will be a Welcome Week Leader and Captain Meet and Greet on Sunday, March 1<sup>st</sup>.**
- **Welcome Week leaders must attend training on Thursday, August 27<sup>th</sup> from 9 a.m. to 6 p.m., and Friday, August 28<sup>th</sup> from 9:00 a.m. to 6:00 p.m. If you are unable to attend the training, you cannot serve as a Welcome Week leader.** We will arrange for Welcome Week leaders to have early move-in privileges beginning Wednesday, August 26<sup>th</sup>, but not earlier.
- **Welcome Week leaders are required to assist with Welcome Week 2009 which will begin on Sunday August 30<sup>th</sup> and last through Friday, September 4<sup>th</sup>.** There may be programming over Labor Day weekend, and Welcome Week Leaders may have the option to work over Labor Day weekend.

## Leader Expectations:

- Attend training Thursday, August 27<sup>th</sup> from 9 a.m. to 6 p.m., and Friday, August 28<sup>th</sup> from 9:00am-6:00pm and all scheduled shifts (approx. 16-20 hrs).
- Read *The Student's Guide to NYU* in its entirety (except the Policies and Procedures section), and be familiar with its contents. There will be a quiz!
- Schedule other responsibilities (jobs, etc.) around your Welcome Week schedule. Welcome Week **MUST** be your first priority.
- Represent the University in a fair and responsible manner. Your personal opinions, while important, must not skew the way you represent Welcome Week.
- Don't criticize organizations or Welcome Week programs when speaking to new students, and don't recruit students for your own organizations; provide a balance of personal experience and professional attitude.
- Be punctual. Arrive 10-15 minutes before each scheduled shift.
- Be cooperative, supportive, and respectful of each other. Welcome Week is a team effort!
- Keep an open mind, and don't make assumptions or judgments about others.
- Be professional in talking to students and parents; respond carefully to questions on sensitive issues such as underage drinking, drugs, and fake IDs. **DO NOT** give advice or suggestions on how to participate in any illegal activities.
- Communicate to Student Resource Center staff and other Welcome Week leaders; call a professional staff member anytime you need help. Provide positive and constructive feedback when necessary.
- Always wear your Welcome Week staff shirt when working as a Welcome Week leader. Don't lend your staff shirt to friends during Welcome Week.
- Provide program participants with complete information and answers to the best of your ability. Refer all questions you cannot answer to the appropriate office or individual.
- Be flexible and adaptable as necessary. You may be scheduled to work a shift that begins early in the morning, or one that ends late in the evening. (We'll never ask you to work a shift that would compromise your safety or a good night's sleep.)
- Be available, visible, accessible, and outgoing.
- Be knowledgeable about the University, and prepared and available to provide answers and assistance at all times. Don't be afraid to say, "I don't know" or ask another staff member for assistance.
- Give full cooperation at all times; you may not be assigned to programs that interest you. Welcome Week is not just Yankee games and Broadway shows -- we also have health and safety workshops that need to be staffed -- these are fun too!

**Leader Duties:**

- Post signs for events and workshops
- Help workshop presenters by answering questions, providing resources and aid as requested
- Direct and greet attendees
- Distribute and collect evaluations; return them to the Welcome Week Info Center
- Help lost or confused students; be approachable and ready to assist students with questions!
- Lead icebreakers at Welcome Week programs
- Direct traffic, act as crowd control and usher for large events
- Take attendance at Welcome Week programs
- Check NYU IDs (if necessary)
- Pass out Welcome Week freebies and giveaways
- Set-up and clean up before and after events
- Give tours and help lead selected workshops (if desired)

**Leader Benefits:** The Welcome Week Leader position is a volunteer opportunity, but there are plenty of perks!! Here are some of the great things about being a Welcome Week leader:

- Be involved in creative, exciting programs
- Meet and inspire new students as you ease their transition to NYU
- Meet and work with our AWESOME staff of over 100 Welcome Week leaders
- You'll make great connections within the University (we write lots of recommendation letters for jobs/grad school)
- Gain membership to the Welcome Week Leaders list-serv, which announces additional leadership and/or employment opportunities
- After you're served as a Welcome Week Leader, you become eligible to apply for Welcome Week Captain, which is a paid position
- Early move-in for those leaders who live on campus
- Leaders eat for free while on the job (so volunteer for extra shifts if you don't want to go hungry!)
- Leaders receive free staff t-shirts, and other orientation giveaways
- BEING A WELCOME WEEK LEADER IS FUN!

**Calendar for Welcome Week 2009**

Move-In Day for Captains	Sunday, August 23 <sup>rd</sup>
Captain Training	Monday, August 24 <sup>th</sup> Tuesday, August 25 <sup>th</sup>
Move-In Day for Leaders	Wednesday, August 26 <sup>th</sup>
Leader Training	Thursday, August 27 <sup>th</sup> (9:00am-6:00pm) Friday, August 28 <sup>th</sup> (9:00am-6:00pm)
Move In/Info Day	Sunday, August 30 <sup>th</sup>
Welcome Week	Sunday, August 30 <sup>th</sup> to Friday, September 4 <sup>th</sup>
Labor Day Weekend	Saturday, September 5 <sup>th</sup> to Monday, September 7 <sup>th</sup>
First Day of Classes	Tuesday, September 8 <sup>th</sup>
Back to the Square	Tuesday, September 8 <sup>th</sup> to Friday September 11 <sup>th</sup>