

Orientation Leader Volunteer Role

Appointment Type: Volunteer Position

- Training/Support: Approximately 12-16 hours June 2 – August 22, 2025
 - Required in-person Leader training all day Friday August 22, 2025
- Volunteer Work: Approximately 15-35 hours August 25 - 31, 2025

Key Dates and Role Requirements:

- Required Trainings
 - **June to August:** 8-10 Hours of asynchronous Joint Orientation Leader Training (JOLT)
 - **Friday August 22nd:** Final Orientation training, run through, and preparation (all day)
 - ***Optional: Saturday, August 23rd:** Campus Tours Training, Supplemental Events Prep
- Volunteer work
 - **August 25 – August 31:**
 - Student Engagement Leader (SEL):** 30-35 Hours in-person throughout Orientation Week*
 - Student Logistics Leader (SLL):** 15-25 Hours in-person throughout the Orientation week*
 - *Please note, volunteer shifts are between 4-8 hours in length and may start between 9AM and 11PM throughout the week. Volunteer working during mealtimes, will be provided with food*
 - Volunteer work also includes responding to communications from the Orientation Coordinator and/or Exec Team for role assignments and updates throughout the summer. Volunteer work also includes responding to communications from the Orientation Coordinator and/or Exec Team for role assignments and updates throughout the summer

Reports to: Assistant Dean of Students – Student Life and overseen by the Orientation Coordinator

Trinity College is a vibrant and diverse academic community with a rich history and excellent local and international reputation. Since its founding in 1851, the College has valued and fostered a high level of academic achievement with some 2,000 currently registered students, 450 of whom live at the College. Trinity College grounds comprise spectacular historic buildings, and the College is among the smallest and most prestigious colleges on the St. George Campus of the

University of Toronto. Trinity's campus currently consists of four main buildings and is located in the central Toronto downtown core, steps from the Bloor-St. George subway and Queen's Park.

Position Summary: Supervised by the Assistant Dean of Students - Student Life and working with staff in the Office of the Dean of Students, and the Orientation Coordinator, Trinity College Orientation Week is the responsibility of the Trinity College Community and successful candidates will help build the student experience and lead incoming students during Trinity College Orientation Week. The Orientation Leaders will receive training over the summer to ensure that they are effectively equipped to support incoming students, and other duties as assigned, including programming and support for successful student transition as defined by the Office of the Dean of Students.

Requirements

- Complete appropriate training and instruction to support student transition into their college (JOLT + College related programming)
- Orientation Leaders will be expected to be available for volunteering throughout the entirety of Orientation Week from September 3-10
- Adherence to the Trinity College Community Standards

Key responsibilities (but not limited to):

- Provide a welcoming and inclusive experience for incoming students
- Having a familiarity with the resources and supports at the College with the ability to clearly communicate these services to incoming students
- *Orientation Leaders will be asked to support the in-person programming and provide support throughout the orientation week. This includes:
 - setting up materials
 - cleaning up spaces
 - welcoming students
 - facilitating programming
 - Providing referrals
 - Reporting concerns to the appropriate college staff or orientation support
- Other duties as assigned*

*Orientation leaders living in residence who have early move in accommodated on Friday August 22nd will be required to support 1st year move ins on Sunday, August 24th.

Education:

- Registered as a student at the University of Toronto (required)
- Registered as a student with Trinity College (preferred)

Experience:

- Familiarity with the Trinity College community (preferred)
- Student leadership experience (preferred)

- The successful candidate will demonstrate a high degree of organizational skill, use effective communication strategies, be a creative problem solver, an effective team leader, and approach tasks with a community-oriented and inclusive focus
- Candidates are accountable to the broader college community and must be able to speak to and navigate personal and professional expectations with this commitment in mind

Apply through the form available on the Orientation Page on the Trinity College Website: <https://www.trinity.utoronto.ca/engage/student-campus-life/orientation/>

Trinity College is committed to Employment Equity and Diversity based on merit, transparency, accessibility and inclusion ensuring that all candidates are given a fair opportunity. If you need this volunteer posting in an alternative format or if you require accommodation measures, please contact us at orientation@trinity.utoronto.ca and we will work with you to meet your needs at every stage of the recruitment and selection process.

We thank all applicants for their interest in this position. Only those selected for an interview will be contacted.