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LEADERS IN ACTION



LEADERS IN ACTION (LIA) PROGRAM OVERVIEW

Campuses: Terrace, Prince Rupert, Smithers, and Hazelton

LIA GOALS

- Contribute to the success and implementation of events and activities for students at Coast Mountain College.
- Gain valuable experience and connections on- and off-campus and be recognized for it.
- Increase student engagement offerings of special events and activities.

VOLUNTEER WITH

1. On-campus events
2. Social events
3. Sporting events
4. Cultural events
5. Orientations
6. Campus tours
7. Planning and running clubs

VOLUNTEERS MUST

1. Be full-time students at Coast Mountain College (CMTN)
2. Volunteer at least 16 hours/semester

EACH VOLUNTEER RECEIVES

1. Statement of Achievement at the completion of his/her/their time in the program
2. Reference letter
3. Non-curricular record
4. Invitation to monthly lunches
5. Swag and T-shirts
6. CMTN gift cards awarded by hour (\$15 per hour)

CODE OF CONDUCT AND EXPECTATIONS

- Take initiative in any leadership role.
- Get to know CMTN so you can offer information to other students.
- Encourage students to participate in experiences at CMTN.
- Make everyone feel welcome.
- Respect all members in LIA and work together as a team.
- Offer your ideas, opinions, and feedback.
- Suggest new activities, programs, or workshop topics.
- Promote LIA to other CMTN students.
- Give 100% to the job, regardless of what you volunteer for.
- Make the most of your time in Leaders in Action.



TRAINING

Each leader will receive training from the Student Services and Student Engagement departments.

VOLUNTEER RESPONSIBILITIES

- Actively participate in your orientation and in any workshops that are provided.
- Be punctual and come prepared for your assignment.
- Call a Student Engagement Officer ASAP if you are running late or cannot make an event you are signed up to volunteer at.
- Wear your LIA T-shirt and vest when you are volunteering.
- Keep a record of all your volunteer hours.
- Treat your LIA job the same as you would with any job (paid or volunteer). It's important to your fellow Leaders in Action, to CMTN students, to the College, and to yourself!
- Ask questions.

BENEFITS OF LIA

- Meet new friends.
- Learn new skills and gain new experiences.
- Learn about new cultures.
- Help other students, in particular new students.
- Give back to the CMTN community.
- Be exposed to networking opportunities.
- Make valuable additions to your resume and university and/or job applications.
- Contribute your ideas to improve CMTN events and activities.
- Develop your leadership skills.
- Receive all these and other incentives and awards.

VOLUNTEERING PROCEDURES

- All volunteers will receive emails as opportunities come up.
- If you are interested in a particular opportunity, reply to that email as soon as possible.
- Volunteers will be accepted for each activity on a first come, first served basis.
- You will be emailed to confirm your participation or to be notified that the position has been filled.
- It is very important you check your email for volunteer opportunities.

Examples of volunteer duties:

- Preparing, setting up, assisting, and cleaning up at events and workshops
- Planning and organizing events
- Leading campus tours
- Training and orientations.

RECORDKEEPING

Volunteers are responsible for keeping track of their own hours.

- Use the sheet provided at the back of this package.
- A copy will also be emailed to you.

Volunteers are expected to submit all hours to their College Coordinator at the end of each semester.



OFF-CAMPUS EVENT SAFETY AND EMERGENCY PROCEDURES

1. Before the start of any event, determine who will be in charge in case of a medical emergency.
2. Assess the emergency (by determining its extent and seriousness) and respond in a calm and reasonable manner.
3. If First Aid is required, check with a staff member at the venue and ask for assistance.
4. If the injury is very minor (e.g., a cut or scrape), and the student is able, let them treat themselves with the First Aid kit provided.
5. If appropriate, call the Coordinator or Manager at CMTN.
6. Only call 911 if there is a serious medical emergency.

More training will be provided when needed

MEETINGS

LIA Fall/Spring Training Meeting

The first LIA meeting of the year, which takes place near the beginning of the Fall semester, is primarily to introduce the Student Services staff to the LIA students and for everyone to get to know each other. In this meeting we will review the LIA manual, expectations of participants, upcoming events, off-campus event safety, and emergency procedures.

LIA Retreat

The LIA Retreat takes place in the middle of each semester. This getaway is designed to regroup, recharge, and reflect on how the year is going. It's a great opportunity to touch base with the LIA members on all campuses and bond as a team.

We use this time to invest in the LIAs' personal development skills (e.g., public speaking, group leadership, cost analysis, event workshopping, critical analysis). We'll also be adding to the event calendar as we see fit.

Academic Year-End Meeting

We throw a thank-you dinner to honour and appreciate the hard work that the LIAs have done during their terms. This includes a presentation of certificates and special recognition (e.g., most hours worked, excellence in leadership, peer nominated award, rising star, team spirit, initiative/innovation). It's a chance to enjoy each others' company, reflect on what went well in the last year, and say goodbye to the LIAs who are graduating and moving on.

CONTACT INFORMATION

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LEADERS IN ACTION APPLICATION

This opportunity is open to all CMTN students enrolled in University Credit, CCP, Trades or Diploma programs.

Criteria: Be a full-time student during the academic year, commit to volunteering a minimum of 16 hours per semester.

Please mark which campus: TE ____, SM ____, PR ____, HA ____

***Please note 10 spaces are available on each campus**

Program start date: _____ (mm/dd/yy)

Program end date: _____ (mm/dd/yy)

CMTN Student I.D. No. _____

First and Middle Names (Legal)

Last Name

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Telephone Number

Email (please print clearly)

Please explain why you would be a successful candidate for the program. Feel free to include a resume and cover letter with your application.

Volunteer Experience: _____

Leadership Experience: _____

Applicant Signature: _____ Date: _____

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

RETURN APPLICATIONS TO YOUR CAMPUS STUDENT ENGAGEMENT OFFICER



Event Report Form

Event Title:		
Date of Event:	Start Time:	End Time:
Budget Amount:	Approved by Coordinator (signature):	
Minimum Participants:	Maximum participants:	
Emergency Plan Reviewed with Coordinator (initials):		
Planning and Preparation List:		
Leaders in Action Volunteers:	Event Organizer: Student Number: _____ Name: _____ Signature: _____:	
Date Report Given to Coordinator:	Coordinator (signature):	

Hand in Report to the Coordinator once the event is done. Make sure you track all your hours on your sheet.

PLEASE ATTACH A SIGN-IN SHEET FOR THE EVENT

