

## Maryland LEAD Program Facilitator Position Description

*Facilitators are an integral part of the Maryland LEAD Program. Facilitators deliver leadership development content to participants in the Terrapin Leadership Institute and the Maryland Leadership Conferences. They lead experiential learning activities, guide conversations and synthesize group ideas, effectively shaping experiences for the participants. Facilitators learn and practice skills ranging from public speaking, critical thinking, and flexibility! For the Fall 2017 semester we are looking for facilitators to join our Terrapin Leadership Institute (TLI) and Leadership Conferences teams. A full description of each team's specific requirements can be found on the next page. Immediately below, please review the qualifications for joining M-LEAD and the responsibilities of all facilitators.*

### **General Requirements & Qualifications:**

- Mandatory attendance & active participation in all M-LEAD trainings and learning Communities:
  - Half day new facilitator training- Within first two weeks of September.
  - Learning Communities- 8 consecutive Mondays, starting Sept. 11, 5:30-7:30.
- Mandatory attendance & active participation in all team-specific requirements as outlined below.
- Passion for, and a willingness to learn about, group and leadership development.
- Ability to work effectively in teams.

### **General Responsibilities:**

- **Learning Community Engagement-** Attend and actively participate in weekly Monday Learning Communities to engage with the M-LEAD community and develop as leaders and facilitators.
- **Marketing-** Actively share marketing materials over email, social media and in person to enhance recruitment efforts
- **Commitment to Development-** Set, and actively strive to achieve, personal goals each semester; support fellow M-LEADers in their developmental efforts.
- **Embrace Feedback-** Seek out constructive feedback from M-LEADers and Staff; actively provide constructive feedback to fellow M-LEADers and Staff.

### **Commitment Duration:**

- All facilitator positions are semester long commitments (Sept. - Dec. 2017). Option to return for Spring 2017 semester.

**To apply, please submit [THIS form](#) by 11:59pm on April 5, 2017!**

**For additional information about these position, please email [mdlead@umd.edu](mailto:mdlead@umd.edu)**

## Terrapin Leadership Institute, Facilitator Position Description

The Terrapin Leadership Institute (TLI) is a 5-week workshop series facilitated by Maryland LEAD Program facilitators. Designed to develop a participant's self-awareness and sense of leadership efficacy, TLI is a low-commitment, high intensity series meant to accommodate busy schedules. Facilitators will lead experiential learning activities and discussions on topics such as ethics & integrity, identity, and collaborative leadership. For Fall 2017, we are recruiting TLI facilitators for the *Introduction to Leadership*, *Advanced Leadership*, and *College Park Scholars* tracks.

### TLI Requirements:

- Mandatory attendance & active facilitation at all TLI sessions-
  - 90 minutes, one night each week.
  - Week of October 3rd through week of October 31st.

### TLI Facilitator Responsibilities:

- **Curriculum Interpretation and Delivery:** Review the curriculum, interpret its content to fit your unique facilitation experience, develop activity debriefs/reflections and deliver the curriculum in a meaningful and effective way.
- **Feedback for Development:** Engage in weekly feedback with co-facilitators to ensure meaningful evaluations of the program, and sustained M-LEAD role development as a facilitator.

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## Leadership Conferences, Facilitator Position Description

M-LEAD's Leadership Conferences comprise several different retreat-style experiences, meant to fully immerse participants in the concepts they are discussing. For Fall 2017, M-LEAD is recruiting facilitators for its Maryland Leadership Summit and Maryland Leadership Conference experience. Summit is a one-day, on-campus experience, that provides an introduction to basic leadership concepts. The Maryland Leadership Conference is a weekend-long, off campus retreat that allows participants to examine leadership through the lenses of the self, the group, and the community. In both experiences, facilitators will lead activities, engage participants in small group discussions, and promote a strong sense of community in small core groups of between 5-10 participants.

### Position Requirements:

- Mandatory attendance & active facilitation at BOTH Conference experiences
  - Maryland Leadership Summit- 9:00am-5:00pm, Saturday, Oct. 14th.
  - Maryland Leadership Conference- Weekend long, Sat. Nov. 4th- Sun. Nov. 5th.

### Conferences Facilitator Responsibilities:

- **Curriculum Interpretation and Delivery:** Review the curriculum, interpret its content to fit your and your co-facilitator's styles and personal preferences. Develop discussion questions to promote meaningful discussion among participants. Deliver the curriculum in a meaningful and effective way.
- **Feedback for Development:** Provide critical feedback of conference curriculum to lead facilitators and staff before, during, and after each experience to ensure a meaningful evolution of each experience.

**To apply, please submit [THIS form](#) by 11:59pm on April 5, 2017!**

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