



CAMPUS LIFE IS LEADING TOGETHER



**2008
Outdoor Orientation Leader Application**

Do not follow where
the path may lead.
Go instead where
there is no path and
leave a trail.
- Ralph Waldo
Emerson

Leader Position Applied for:

2008 Autumn Outdoor Orientation

Full Name _____

Permanent/Home Address _____

Street

Cell # () _____

City

State

Zip

On-Campus Address _____ Box # _____

Campus Phone () _____ E-mail Address _____

Major _____ Class Year FY SO JR SR
At time of application

Are you currently trained in Wilderness First Aid? Yes No

Are you currently CPR trained? Yes No

Please describe your swimming skills? Outstanding Good Beginner Non-existent

Please check the trips you would most like to lead based on your skills and experience:

Hiking/Base camp

Hiking/AT

Excursion Base Camp

Water-based Canoeing Sea Kayaking

Specialized Rock Climbing Road-Biking Painting/Photography Sailing

Service Trail work Community

Other _____

Please list in order of preference your top three trips _____

****A current resume and cover letter with two references are required with this application****

Application Deadline is February 29th at 4:20 pm

The Colby College Outdoor Orientation program (COOT²) is a college run outdoor orientation program designed to assist each first-year class with transition from high school to Colby College. It is the responsibility of each student leader to consider the needs of the first-year students as the primary objective of the program. Outdoor Orientation leaders attend all training and all functions as delineated by the Office of Campus Life. Outdoor orientation leaders must remain flexible and always keep the program's needs ahead of theirs.

Please note the following:

- Outdoor Orientation leaders will participate in a number of training sessions shortly after leader selection including, but not limited to, mandatory spring-training modules (Leadership, Group Dynamics, Risk Management, Outdoor Ethics, etc) post-orientation performance reviews with the current program Director. All training sessions are required.
- Applicants will interview with the current Director of Outdoor Education and committee members prior to being offered a position as an outdoor orientation leader.
- Student leader code of ethics contract must be signed and returned to the Director of the program.

Please submit your responses to the following questions.

- 1 What outdoor experiences have you had that make you a good candidate for this position? What impact has it had on your life so far?
- 2 How would you describe/rate your ability to work with a wide variety of individuals such as students and administrative staff? Can you describe any instances where you have collaboratively worked with college staff and faculty?
- 3 What other activities and organizations have you been involved with at Colby? How has communications played a role in these organizations? What skills have you brought to these organizations?
- 4 What other leadership positions have you held? What have you gained from them? Can you describe your ideal leadership position after you graduate from Colby?
- 5 How can we best create a community of leadership across all leader groups on campus during and after orientation? What are some things you would do given unlimited resources and how would you inspire the overall community to participate.
- 6 The Colby Orientation program (which COOT² is a component of) will continue to evolve. Knowing this... how well do you adapt with change?
- 7 What do you feel is a reasonable expectation of leaders regarding alcohol and COOT training?
- 8 What do you consider the primary emphasis of the orientation program at Colby College to be? How can you use your skills to promote this idea?



OFFICE OF CAMPUS LIFE

ASSOCIATE DIRECTOR OF CAMPUS LIFE

DIRECTOR OF OUTDOOR EDUCATION AND SAFETY

4284 Mayflower Hill

Waterville, ME 04901

TEL 207-872-4284

FAX 207-872-4285

jonathan.milne@colby.edu

**Colby College Outdoor Orientation
Leader Position Description**

FUNCTION:

Students selected for Outdoor Orientation Leaders will work with all Campus Life staff and specifically with the Director of Outdoor Education and Safety to assist with implementation, logistics and planning for the outdoor orientation program.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Program Management

- Assist all Campus Life staff in reaching program goals.
- Participate in all required training as delineated by the Office of Campus Life. This includes spring-training.
- Be actively engaged throughout the academic year as a mentor for your specific group of first-year students.
- Follow delineated mentoring protocols and reporting procedures for first-year students.

Program Development

- Assist with implementation of specific program design as designated by the Office of Campus Life and Director of Outdoor Education.
- Assist in creating and implementing training programs deemed important by the College for all returning leaders (leadership, water safety, community building, etc).
- Assist with program outreach across the campus population including staff, students and faculty.

Orientation Implementation

- Attend all training as mandated by the Director of Outdoor Education.
- Assist with the implementation and coordination of the outdoor orientation program in concert with all Campus Life staff and all other leader groups on campus.
- Follow all outdoor risk protocols as delineated by the Director of Outdoor Education and Safety and Office of Campus Life.

Outdoor Equipment Management

- Assist with information sessions for outdoor leaders concerning equipment usage.
- Assist with equipment preparation and equipment clean-up after COOT² trips return.

Outdoor Orientation Leader CODE OF ETHICS

All Outdoor Orientation student leaders must sign the Orientation Leader Code of Ethics. This document outlines many of the expectations of behavior for Outdoor Orientation Leaders. We see Outdoor Orientation Leaders as student leaders who have the ability to make sound judgments under pressure. We provide this ethics statement to best frame the decisions that the Orientation Leaders might have to make in their daily lives.

As an **Outdoor Orientation Leader** within Campus Life at Colby College, I understand that I must abide by all the policies outlined in the [Colby Student Handbook](#). I am expected to use sound judgment when in the field with my group of first-year students. This includes adhering to all outdoor risk management protocols delineated by the Associate Director of Campus Life/Director of Outdoor Education and Safety.

I have read and understand that I am a leader and role model for staff and students. Therefore, I am expected to act in a consistent, professional manner, and to refrain from inappropriate or offensive communication or behavior. I am to act in a respectful manner toward all students.

While I have primary responsibility for the outdoor portion of orientation, I recognize that I also have broader responsibilities within the campus community.

I have read and understand my responsibility not to abuse my designation as an **Outdoor Orientation Leader**. I will therefore refrain from engaging in any exploitative relationship with any students. An exploitative relationship can be, but is not limited to, any relationship that provides undue privileges to any student, or a relationship that strips the rights or privileges of another student. We encourage all **Outdoor Orientation Leader** to be inclusive in the management of their relationships, especially when building and maintaining communities. I know I am to work toward an environment where individual rights and differences are recognized and respected and where bigotry and hate are challenged.

I understand the College's Sexual Harassment policy located at http://www.colby.edu/administration_cs/dos/stu_handbook/2005_2006/policies_procedures/harassment/policies_complaint_procedures.cfm and will abide by it.

I understand I will be entrusted with information, both organizational and personal, and will be expected to keep that information within the confines of professionalism. I will maintain professional standards of confidentiality in all dealings with students and staff. I will not discuss a disciplinary, academic, or personal problem with students or other staff members.

I realize that, as an **Outdoor Orientation Leader**, I have a responsibility to be a role model regarding the use of alcohol. I know that the Campus Life office has expectations of me that I will take great care and responsibility in my personal use of alcohol. As a leader on campus, I understand that irresponsible decisions can directly affect others' perceptions of my integrity and ultimately impact my overall effectiveness as an **Outdoor Orientation Leader**

I further realize that, as an **Outdoor Orientation Leader**, I have a responsibility to continue mentoring the first-year students throughout the academic year. This program of mentoring will require that all leaders be aware and be responsive to questions posed by first-year students throughout the academic year. I will also check in periodically with the Associate Director of Campus Life/Director of Outdoor Education to convey the overall status of the first-year students.

In addition, I realize I am to refrain from using and distributing any illegal drug and/or abusing the use of any prescription and/or other over-the-counter medications. I will consider this code even when off-campus, particularly when in the presence of other Colby College students.

By signing this contract you are stating that you understand and will abide by the standards listed in this code of ethics and various responsibilities and duties of the **Outdoor Orientation Leader** position; you will uphold the ideals of Colby College, the Office of Campus Life and the Colby College Outdoor Orientation Program as outlined above and in the Colby Student Handbook; and that you understand that failure to perform the duties above, or infractions of college policy or laws of the state of Maine, could result in the termination of your position as a **Outdoor Orientation Leader**.

Name _____ Date _____

Colby College Driver Sign-up Form

1. All drivers must hold a valid drivers license. Director of Safety must approve any exception
2. The Security Office needs this information at least 21 days prior to driving for any event to allow Colby's insurer to evaluate the driving record. If you have a valid driver license from the states listed in bold (those with privacy laws) must obtain and submit a copy of their own driving record before you will be allowed to drive for COOT 2007. **These states include:**
(AZ,AK,AR,CA,CO,GA,FL,MI,OH,PA,RI,TX,WA, Washington DC).
3. Attach a photocopy of your driver license with this form before submitting application.
4. All **new drivers must** contact Bruce McDougal, Director of Safety (ex. 5504) to sign up for a driver safety course to become certified by the college.
5. Colby College reserves the right to deny driving privileges to any student, faculty or staff member on any vehicle owned, leased or rented by the college.

Please Print Clearly

Date:
Department you are driving for: COOT 2008
Full Name:
Date of Birth:
License # and State:
Graduation year:

I hereby certify that I have had no traffic violations or motor vehicle accidents of any kind in any place other than those listed below:

Date	Offense	Location

If additional space is needed please use the back of this form.

Date:
Signature: