

YOUR ON-SITE COORDINATOR

RECRUITING AND BUILDING RELATIONSHIPS

The role of the On-Site Coordinator(s) is an opportunity for students who have enjoyed a previous LeaderShape experience and want to further their involvement with the program. It is important to note that the On-Site Coordinator(s) is considered a member of the faculty, not a participant in The LeaderShape Institute. His or her role is equal in importance to any member of the faculty and it will be important to make students aware of this difference as well.

Some campuses choose to have two On-Site Coordinators. If you plan to do this, please be sure that each person is clear regarding their roles during the session. It is often best to split their responsibilities by day, giving them each ample time to rest during the week.

WHAT'S THE DIFFERENCE BETWEEN BEING A PARTICIPANT AND AN ON-SITE COORDINATOR?

This is a question a lot of participants ask when considering the possibility of serving as an On-Site Coordinator. The two roles are

very different. As an On-Site Coordinator, the primary support group is the faculty, not the Family Clusters. The On-Site Coordinator “sets the stage for learning” instead of being hands-on in the learning. A successful candidate will not be trying to duplicate their LeaderShape experience, but rather will work to provide a LeaderShape experience to the participants of that session.

ON-SITE COORDINATOR:

Already has evening activities planned and chairs set up!



A Successful On-Site Coordinator Will:

- be a role model;
- lead with integrity™ at all times;
- be pro-active, not reactive;
- have high attention to details;
- be able to think and plan one step ahead of the facilitators and curriculum at all times;
- have strong administrative and critical thinking skills;
- be able to relate to a variety of personality styles;
- have an understanding of their role as a facilitator;
- be consistent in his/her job performance throughout the six- day program;
- have a healthy disregard for the impossible;
- be ready and confident to manage a variety of situations;
- be a LeaderShape graduate

THEY ALL WANT TO BE
ON-SITE COORDINATORS!



On-Site Coordinator Job Description

- Assist the Program Coordinator with logistics for The LeaderShape Institute.
- Serve as a faculty member during The LeaderShape Institute.
- Participate in faculty training and all faculty meetings.
- Work in collaboration with the Lead and Cluster Facilitators to ensure a successful LeaderShape Institute.
- Organize all of the supplies (both those provided by LeaderShape and by the institution).
- Follow the On-Site Coordinator To-Do List to ensure that all tasks are done on time and with high attention to detail.
- Serve as a resource for Lead and Cluster Facilitators on campus climate and culture.
- Set up the Learning Community as needed by the Lead Facilitators.
- Serve as an on-site emergency contact for participants (consult with individual Program Coordinator about specifics).
- Be thinking and acting one step ahead of the faculty and curriculum in terms of preparation and readiness.
- Be accountable to the Co-Lead Facilitators regarding training and curriculum of The LeaderShape Institute.
- Be accountable to the Program Coordinator in regards to the logistics of The LeaderShape Institute.

Tips for Selecting an On-Site Coordinator

- Start your selection early.
- If possible, allow for the new On-Site Coordinator(s) to have some transition time with the previous On-Site Coordinator(s).
- Choose an individual who has a high attention to detail.
- Look for an individual who is energized and gratified by helping others.
- Having two On-Site Coordinators may be a good way to balance the work load.
- Choose someone who knows that this position involves a lot of late night and behind-the-scenes work.
- Schedule time with your On-Site Coordinator(s) prior to your session to explain emergency procedures.
- Determine if this position is paid or volunteer.



- Find someone who is able to devote the entire seven days to The LeaderShape Institute and the details of making your campus-based session a success.
- Select an On-Site Coordinator(s) who is a LeaderShape graduate.

Once your On-Site Coordinator(s) is selected, it is best to start meeting with him or her on a regular basis. This will provide the opportunity to gain a better understanding of The LeaderShape Institute in its entirety.

We have created a manual to help you train your On-Site Coordinator. The manual also includes a detailed task list for use during The LeaderShape Institute.

PREPARING YOUR ON-SITE COORDINATOR

The more work done with your On-Site Coordinator(s) prior to The LeaderShape Institute, the easier time he/she will have accomplishing the job they are asked to do during The LeaderShape Institute.



The information provided in the following section is the same information provided in the On-Site Coordinator Manual.

The responsibilities of the On-Site Coordinator(s) are to work closely with the Program Coordinator and Co-Lead Facilitators to ensure that everything at the session runs as smoothly as possible. We recommend that the Co-Leads and On-Site Coordinator(s) meet personally to discuss expectations, styles, etc. By having dialogue before The LeaderShape Institute, potential misunderstandings can be averted. The On-Site Coordinator(s) should be “one step ahead of the curriculum” so that everything is ready to go when it is time to present the next piece.

Please reference the On-Site Coordinator To-Do List (also available in the Additional Resources section of the faculty manual) for more specific tasks. Also plan to spend a few hours walking your On-Site Coordinator(s) through the details outlined in that list. Be sure to talk about ways in which your campus-based session may be unique.



PRE-SESSION PLANNING WITH YOUR OSC

It is best to involve your On-Site Coordinator(s) in the process of organizing the supplies prior to the beginning of your session. This will allow them the opportunity to become familiar with the supplies and the activities for the session.

Cluster and Participant Room Assignments

As you are aware, you will have 5-6 Family Clusters with approximately 8-12 participants each. It is highly recommended that great care be taken when assigning participants to clusters. Make sure that there is as much equity as possible regarding gender, race, and organizational representation. Cluster/Room Assignment sheets should be made available to all participants. If you have any questions regarding the creation of this document, please feel free to contact LeaderShape.

Groups and Reports

The On-Site Coordinator(s) is responsible for the logistics of making The LeaderShape Institute happen. With that responsibility comes the organizing of participants into many different groups throughout the week. They will need to develop groups and reports for the following:

- Family Cluster Groups
- Team Challenge Course Groups
- Room Assignments
- Guest Leader Forum Groups (if applicable)

