Next Step 2015 Facilitator Overview

The deadline to submit the facilitator application is Wednesday, October 15, 2014.

Thank you for your interest in being a facilitator for Next Step 2015! The retreat is unlike any other experience at UVM. We are committed to providing undergraduate and graduate students with an opportunity to tell their story and to learn how to listen to each others’ stories. We frame our stories around our identities and our experiences based on our identities. This often includes both discovery, challenges, celebration, and many more milestones in identity development.

Next Step facilitators are the team, the glue that holds the retreat together and makes it work. Led by two main lead trainers, the Next Step retreat is a model based largely on small group work, each led by a pair of facilitators. As a facilitator, you will have the opportunity to make an impact on the lives of undergraduate and graduate students while supporting and challenging them in a SAFE environment.

Next Step Facilitator Requirements and/or Strong Recommendations:

All members of the UVM community are invited to apply to facilitate at Next Step: undergraduate, graduate, staff (full or part-time), administrators and faculty. (Please note: if you are a non-exempt staff member, see the note at the bottom of the page.) However, there are some requirements based on skill and experience that are important to consider:

Next Step is a significant time commitment and we ask that you consider this as you apply. The Next Step Advisory Committee (made up of graduate students, staff and faculty from across campus) and the Next Step Leadership team are very confident that each facilitator leaves the Next Step experience with a whole range of new skills regarding training on social justice issues, managing student groups and conversations on a range of topics, and concrete training skills. With this in mind, we expect all facilitators to spend time before and after the retreat in training and assessment for the retreat.

It is also important to know that facilitating the Next Step retreat is NOT an entry-level opportunity. We intentionally need members of the UVM community to apply who have prior social justice experience. In the past, this has included folks who are: Next Step alumni, have attended or led diversity, multicultural, or social justice trainings, have experience facilitating groups on difficult topics, and/or significant study related to social justice issues. Staff, faculty, undergraduate and graduate students are eligible to serve as facilitators.

Next Step is about representing, exploring, unpacking, noticing, and celebrating the diverse community that makes up UVM. We examine our diversity as a campus largely based on socially constructed identities: race, sexuality, gender, class, national origin, ability, age, and many more. We therefore highly encourage you to tell us about yourself. Tell us about your many identities, what they mean to you, and/or how you feel your identities will add to the Next Step retreat experience.

If you feel you do not meet these requirements and strong suggestions, and you are an undergraduate or graduate student, please still consider being a part of Next Step by applying to participate! Please note, Next Step participants are limited to undergraduate or graduate students only.
Next Step Facilitator Important Dates:

The 2015 retreat will take place from **Friday, January 23, 2015 until Sunday, January 25, 2015** in Fairlee, Vermont at the Hulbert Outdoor Center (about 90 minutes from campus). Transportation, lodging, meals, and retreat materials will be provided.

In addition to the retreat itself, as a facilitator, you will be expected to attend the overnight Training of Trainers (TOT) Institute beginning at **9:00am on Saturday, November 15, 2014 until 4:00pm on Sunday, November 16, 2014**.

At the TOT Institute we will go over each piece of the retreat curriculum, give you time to get to know your co-facilitator, and spend time building community with the rest of the Next Step facilitator team.

You are also expected to attend pre and post retreat sessions:

- All Next Step Pre-Retreat Session (all participants and facilitators): **Wednesday, January 14, 2015, Time TBD**
- Final Facilitator Pre-Retreat meeting: **Wednesday, January 14, 2015, Time TBD**
- Post-Retreat Facilitator De-Brief meeting: **Mid-Late February**

Finally, you are strongly encouraged to participate in:

- The Next Step participant selection committee. This includes reviewing applications and selecting the Next Step 2015 participants. Selection meeting will be held for one 2 hour block between **November 18th-20th** depending on the availability of the committee.
- The Next Step REUNION! Connected to a social justice event or speaker on campus later in the spring 2015 semester. This will include attending the event and an after event session with all Next Step 2015 alumni.

If at any time you have questions about the Next Step Program or the application process, please feel free to contact Nicole Potestivo, Graduate Assistant for Leadership (and the Next Step logistics support person), at (802) 656-2060 or nicole.potestivo@uvm.edu.

Thank you again for your interest in becoming a 2015 Next Step facilitator. We are looking forward to reviewing your application!

Sincerely,
The 2015 Next Step Facilitator Selection Committee

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**For non-exempt staff members**

We recently received word that it is possible for non-exempt staff to facilitate at The Next Step. However, they must be compensated for this as overtime. Below is more information this:

*The employee has the choice of how they are compensated for overtime ($ vs. comp time) as they are accruing their first 40 hours of over time. After the first 40 hours, it is the supervisors choice (see Staff Handbook Compensation Section, Page 3). That being said, so long as the employee agrees to be*
compensated in comp time, they are eligible to facilitate at The Next Step. That agreement should be documented in writing, and a signed copy submitted to the Next Step program (via Leadership & Civic Engagement Programs in the Department of Student Life) after selection.

Regarding hours paid/compensated:
The employee should be compensated for travel time if travel to and from the location is outside of their normal work schedule.
The employee should be compensated for all hours worked.
The employee needs to have at least 8 consecutive hours of uninterrupted time off in a 24 hour period - if not, they need to be compensated for the full 24 hours.

The Retreat itself is 32 hours of "on" time, and training is 25 hours of "on" time for a total of 57 hours.