WI Youth Leadership Forum
Group Facilitator Job Description

YLF Dates: July 8 - 14, 2023 (Delegates arrive July 9)
Pay: $350/week + room & board

Brief Description:

Facilitators will lead a small group consisting of 5 – 7 delegates per group. Facilitators will lead students in leadership exercises, facilitate small group discussions and help students complete their Personal Leadership Plans.

Must be able to live at Edgewood College from July 8 – 15th (at the expense of the forum).
July 8th is **mandatory** staff training.

Minimum Qualifications:

- Must be able to relate well to the issues that high school students are dealing with.
- Must have excellent decision-making abilities.
- Ability to work well with minimal supervision.
- Must possess good creativity, flexibility, enthusiasm, patience and sense of humor.
- CPR and/or First Aid training is helpful, but not necessary.
- Previous experience working with young people with disabilities is helpful.

Specific Duties:

1. Guide and direct your group in a variety of Forum activities.

✔ Watch delegates daily to ensure they participate.

✔ Ensure that your group is on time and ready for all activities.

✔ Understand the delegate's individual needs and interests to help with discussions.

✔ Be flexible and creative in adapting activities to best meet your group's needs.

2. Teach skills and activities.

✔ Participate willingly and enthusiastically in all activities.
✔ Ensure each small group session meets the goals and objectives in your binder and small group lesson plans.

3. **Help delegates adjust and grow.**

✔ Know each delegate's name.

✔ Ensure that each delegate knows the names of fellow delegates.

✔ Encourage your group to talk to other delegates and staff.

✔ Mingle with the delegates before and after groups, during breaks and free time.

4. **Set the tone and pace for each session.**

✔ Create a comfortable space.

✔ Promote a climate of openness and acceptance.

✔ Keep delegates focused on the activities.

5. Attend and participate in staff training and daily staff meetings.

✔ Be prepared to offer feedback and constructive criticism.

✔ Advise Forum Director of any problems that arise.

6. Follow safety and health regulations.

✔ Know the whereabouts of your group members.

✔ Review and understand your role in an emergency.

✔ Ensure that all activities are conducted with safety in mind.

7. Maintain good public relations with parents.

✔ Communicate in a positive manner to all parents and delegates.

✔ Welcome each delegate and parent by name.

8. **Accept all other duties deemed necessary by your supervisors.**

Employee Expectations:

- Be a role model
- Set up before the YLF and clean up after the YLF.
- Work with minimal supervision. All facilitators are expected to conduct themselves in a manner that promotes Edgewood College and Youth Leadership Forum rules.
- Keep the safety of the delegates in mind.
- Follow the written rules and regulations for staff.
- Direct program questions to the Forum Director.
- Respect <u>all</u> decisions made by YLF Board and Forum Director.
- Maintain confidentiality.
- HAVE FUN AND SMILE!!!

Youth Leadership Forum
Forum Counselor Job Description

YLF Dates: July 8 - 14, 2023 (Delegates arrive July 9)
Pay: $250/week + room & board

Brief Description:

Must be able to live at Edgewood College from July 8 – 15th (at the expense of the forum). July 8th is **mandatory** staff training.

Must be able to relate to the issues that high school students deal with.

Duties and responsibilities:

- ✔ Help with check-in procedures: picture taking, introducing delegates to others, showing delegates to their assigned rooms, etc.
- ✔ Supervise delegates during all activities, field trips, etc…
- ✔ Set up before the YLF and clean up after the YLF.
- ✔ Attend and participate in staff training and daily staff meetings.
- ✔ Mingle with delegates before and after groups, during breaks and free time
- ✔ Get delegates from one activity to the next.
- ✔ Motivate/draw out delegates who make friends at a slower pace.
- ✔ Help with all activities and programs.
- ✔ Help Group Facilitators with preparing materials.
- ✔ Help delegates in small groups with reading, writing or other tasks as directed by the Group Facilitator.
- ✔ Collect all lost items from each activity area before leaving the site.
- ✔ Follow the daily schedule.
- ✔ Help get ready for the dance and encourage delegates to participate.
- ✔ Help delegates carry food trays.
- ✔ Talk to delegates, parents and staff in a positive manner.
- ✔ Run errands efficiently or fill in for Group Facilitator as needed.
- ✔ Other duties as assigned.

Employee Expectations:

- Be a good role model.
- Ensure all delegates participate throughout the Forum
- Be available to talk with delegates about your life experiences
- Follow the written rules and regulations for all staff
- Keep the safety of the delegates in mind and know where they are at all times
- Show respect for others
- Be able to work with minimal supervision. All counselors are expected to conduct themselves in a manner that promotes Edgewood College and YLF rules.
- Encourage and demonstrate respect for others.
- Direct program questions to the Forum Director.
- Respect ALL decisions made by the YLF Board and Forum Director.
- Communicate effectively between staff.
- Maintain confidentiality.
- HAVE FUN AND SMILE!!!

Youth Leadership Forum
Counselor in Training Job Description

YLF Dates: July 8 - 14, 2023 (Delegates arrive July 9)
Pay: Volunteer + room & board

Brief Description:

- The counselor in training is a returning delegate to the Forum. The counselor in training will assist counselors and facilitators in small group sessions.
- Must be able to live at Edgewood College from July 8 – 15th (at the expense of the forum).
- July 8th is **mandatory** staff training.
- Must be able to relate to the issues that high school students with disabilities deal with.

Duties and responsibilities:

Tasks for the counselor in training may include but are not limited to:

✔ Help delegates with writing or note taking

✔ Help delegates with their trays at mealtimes

✔ Talk to as many delegates as possible throughout the week

✔ Encourage delegates to complete their Personal Leadership Plans

✔ Do other tasks to stretch your leadership skills by helping the delegates with activities.

✔ Set up before the YLF and clean up after the YLF.

Employee Expectations:

- Be a role model
- Ensure all delegates participate throughout the Forum
- Be available to talk with delegates about your life experiences
- Follow the written rules and regulations for all staff
- Keep the safety of the delegates in mind and know where they are at all times
- Show respect for others
- Direct program questions to the Forum Director
- Respect all decisions made by the YLF Board and Forum Director
- Maintain confidentiality
- Have fun and SMILE!