



## Missouri Youth Leadership Forum Staff Positions

All staff must enjoy and relate well with youth and exemplify positive leadership skills and experiences. Preference will be given to individuals with disabilities for all positions and accommodations will be provided. All positions are volunteer with the exception of the personal attendants (PAs) and other contracted support staff. Meals are provided to everyone. Lodging is provided for all on-site staff. All Volunteer Staff are required to register with the Family Care Safety Registry and pass a background screening.

**FACILITATORS:** Will be responsible for the overall safety, supervision, and facilitation of a small group along with a co-facilitator. At least one team member will be assigned to each small group. The facilitator will advise/oversee the team member and any other additional staff working in the group. Specific duties include providing initial YLF delegate orientation, creating and maintaining an open and friendly environment for delegates, facilitating small group discussions, assisting delegates in completing assignments and personal leadership plans, and overseeing other related activities. Must be mature, outgoing, dynamic, and have excellent interpersonal and problem-solving abilities. Experience with group facilitating preferred. Facilitators will supervise team members.

**TEAM MEMBERS:** Will serve as a peer support to delegates by creating a positive, motivating, and welcome experience. Able to listen and follow directions from others, including people of authority. Will report directly to assigned facilitator. Specific duties may include assisting with orientation, providing one-on-one assistance to delegates with completing tasks, assuring implementation of Forum Ground Rules and Guidelines, overseeing delegates by conducting evening room checks, and generally serving as role models for delegates. Other responsibilities may include helping with room setups, motivating and encouraging delegate participation, carrying meal trays, assisting with reading/writing, coordinating morning wakeup calls, and providing any additional assistance when needed. Must be energetic, enthusiastic, and flexible, as this staff position is key to setting the tone and spirit of the Forum. As a staff member and no longer a delegate, Team Members must be able to put the delegates first to allow the same opportunities they were given as a delegate.

**DORM PARENTS:** Requires a mature, energetic, and responsible adult with high stamina. The major responsibilities include the ability to be alert from 11:00 PM to 7:00 AM, implementing the residence hall rules of the MIZZOU Residential Life Office and the Forum. Other duties are conducting frequent checks at night to assure that youth are in their assigned rooms and not wandering around. The dorm parent is only responsible for the well being of the youth during the night. A breakfast meal ticket will be provided. If working more than one night will be given a sleeping room and meals. Dorm parents report directly to the MO-YLF Chair.

**COMMUNITY VOLUNTEERS:** Assist youth delegates with writing, reading, meals, navigating the campus, participating in activities. Recreation night, talent show, scavenger hunt, mentor day, and the capitol trip are times when more volunteers may be needed. Volunteers generally do not stay on campus and hours vary depending on need and availability. Reports to the Logistics Coordinator.



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Missouri Youth Leadership Forum is hosted by the  
Governor's Council on Disability and Paraquod



**MENTORS:** Will speak on career development strategies including education, internships, and accommodations. Will be available to share personal successes and answer questions with the youth delegates. Individuals with a disability will only be considered. Mentors will attend the mentor event and luncheon. They are not required to stay for any other events .

**LOGISTICS COORDINATOR:** Supports MO-YLF Chair by assuring large group activities are prepared, facilities are set up, and all materials needed are available. Individual will not be assigned to a specific small group. General program assistance to facilitators and other lead staff will be provided if needed. Be able to lift and move quickly to complete tasks such as arranging furniture and moving materials. May stay on or off campus. Will work closely with support staff (audio describer, interpreters, CART) and the MU Conference Coordinator. Reports to the MO-YLF Chair.

**AUDIO DESCRIBER:** Will be responsible for describing in words what is happening visually for delegates and staff who are visually impaired to ensure everyone is able to fully participate in all parts of the Forum program. Description typically includes films, videos, or dance/performance productions. Experience with audio describing is strongly preferred, although training will also be provided. Having proficient verbal skills is a requirement. Reports to the Logistics Coordinator.

**PA COORDINATOR (Nurse):** Will assist in recruiting personal attendants (PA), collect and organize confidential delegate information, create a med/care schedule, collect and submit time sheets. Provide orientation for PAs on topics of lifting, care etiquette, confidentiality, universal precautions, etc. Team efforts collaborating and coordinating PAs. Must be positive, experienced in health care field, organized, and an excellent communicator. Preference to nurse, certified med tech, nursing student. Required to stay on campus and participate in mandatory staff orientation. Reports to the MO-YLF Chair.

**PERSONAL ATTENDANTS (PA):** A position that will involve in providing personal assistance services to youth delegates or staff which may include personal hygiene, transferring, assisting with meals, etc. Requires a strong and highly energetic individual to perform the duties. PAs will learn or have the knowledge on safe lifting techniques. Good listening skills and following directions from the delegate or staff who will need assistance. Prior experience working with individuals with disabilities preferred. Additionally, a medical background or certified med tech license is encouraged. Will report to the PA Coordinator / Nurse.

**MEDIA / TECHNOLOGY COORDINATOR:** Will be responsible for leading a small team of media specialists. The position is responsible for creating media documentation of the Forum including photos, videos, slide shows, social media, and newsletters. The position requires proficient knowledge and training skills on technology topics including iPad basics and video production. Have excellent communication skills with youth. Will oversee the news media team and report to the MO-YLF Chair.

**NEWS MEDIA TEAM:** Will be responsible for creating media documentation of the Forum. The media team will be writing articles, creating videos/slide shows, taking photos, and updating social media on the Forum. Journalism experience in photography, writing, and video production is preferred. Must be able to work in a team, follow directions, and have excellent communication skills. Reports directly to the Media/Technology coordinator and will complete any task instructed by the Media/Technology Coordinator.

**GOLF CART DRIVER:** Will drive the Golf Cart to and from different locations in order to assist the delegates whom has difficulty with walking long distance. Reports directly to the Logistics coordinator.