

Missouri Youth Leadership Forum Staff and Volunteer Positions

The Missouri Youth Leadership Forum (MO-YLF) is a wonderful opportunity for delegates to develop great leadership skills, self-advocacy skills, and a plan to take back to their community. The staff and volunteers have the responsibility to ensure that the main purpose of the forum will be fulfilled for each of the delegates. To do this, we must establish some policies and procedures to ensure the safety and well-being of everyone. The policies and procedures will help keep things going smoothly throughout the forum and will help with communication. It is our responsibility to conduct ourselves maturely and professionally. Remember, the staff and the volunteers are role models for future MO-YLF leaders and our behavior has an impact on the success of the forum. Everyone needs to follow the policies, procedures, and guidelines to the best of their abilities.

Facilitators: Will be responsible for the overall safety, supervision, and facilitation of a small group. Two Team Leaders will be assigned to each small group. The facilitator will advise/oversee the team members 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 posters, preparing for team presentations for the closing ceremony, and overseeing other related activities. Must be mature, outgoing, dynamic, and have excellent interpersonal and problem-solving abilities. Reports directly to the Team Support staff and will lead the delegates in small group sessions. Facilitators will supervise the Team Leaders.

Team Leaders: Will serve as peer support to delegates by creating a positive, motivating, and welcoming experience. Team Leaders will listen to and follow directions from others, including people of authority. They report directly to the 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 wake-up calls, and providing any additional assistance when needed. Team Leaders 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 Leaders must be able to put the delegates first to allow the same opportunities they were given as a delegate.

Team Support: Will be available to assist in answering questions and providing support to the facilitators and team members. They will rotate between the Teams throughout the week during Small Group time. Reports to the MO-YLF Chair (Rachel R). The Team Support staff will also be available to provide assistance and fill in where needed by other staff members.

Dorm Parent: 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, and implementing the residence hall rules of the MIZZOU Residential Life Office and the Forum. Other duties include conducting frequent checks at night to ensure 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.

Community Volunteer: Assist youth delegates with writing, reading, meals, navigating the campus, and participating in activities. Registration, adaptive sports night, talent show, 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.

Photographer: Will be responsible for creating media documentation for the Forum. The photographer will be taking photos/videos and creating a photo slide show for the closing ceremony. Experience in photography and video production is preferred. Must be able to work in a team, follow directions, and have excellent communication skills.