



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CALIFORNIA YMCA YOUTH & GOVERNMENT

Title: **Assistant Director for the Model Legislature & Court**

Supervisor: **ML/C Program Director**

Last Updated: **7/31/2013**

General Function:

Under the supervision of the Program Director of the Model Legislature & Court (ML/C) the Assistant Director oversees the operations of the program areas assigned to their "track". Assistant Directors support the mission of California YMCA Youth & Government (Y&G) to build values-based leadership and civic engagement in California's youth to strengthen our democracy. They role model "Character Counts" values of caring, respect, honesty and responsibility in all dealings with participants, advisors, guests, volunteers and fellow staff in all dealings with delegates, Advisors, parents, fellow volunteer staff, and guests. Assistant Directors believe in the "Spirit of Y&G"; that we are all (Staff, Advisors and delegates) in this program to learn, have a great time and become better people.

The term of service is two (2) years, with the opportunity to renew, and involves year-round responsibilities including, but not limited to, staff recruitment, staff development, staff communications, meetings, attendance at both the annual staff retreat and operations retreat, and conference attendance.

Additional duties, meeting times and time commitments will be worked out directly with the ML/C Program Director. As an Assistant Director you are part of the ML/C Operations Team and commit to helping push the program towards excellence.

Please refer to the ML/C organizational chart for the list of program areas in each track.

Responsibilities: (in collaboration with the ML/C Program Director)

Staff Development

- Conduct annual review, appraisal and goal setting with Lead Staff prior to the start of each year.
- Assist in the planning and implementation of annual all-staff training events.
- Develop and implement track or program area specific trainings when needed.
- Observe and evaluate Staff performance throughout conferences. When necessary speak with Staff regarding issues or concerns; offering praise or solutions when necessary.
- Manage the recruitment of Lead Staff and Co-Staff for each program area.
- Assist Lead Staff in recruiting new Staff as needed, with final approval of the ML/C Program Director.
- Posses knowledge of each program area within assigned track.
- Collaborate with Lead Staff to ensure a high-quality leadership experience for Interns working in assigned track/program area.

Communications

- Serve as point of contact between the California YMCA Y&G Office, and/or ML/C Program Director and the Staff in assigned track.
- Provide follow-up communication to Staff regarding hotel, flight, and programming supply requests, conference registration as well as any other request for information that may come from the Y&G office.

Program Development

- Assist Lead Staff in the creation of program handbooks for individual program area to be updated annually.
- Ensure that each Lead Staff has identified a successor for continued program growth and development.

- Participate in annual awards selection meeting Saturday evening of the Sacramento conference.

Risk Management

- Adheres to and promotes the adherence to all California YMCA Y&G policies, procedures and Organizational Code of Conduct.
- Work with Assistant Director for Staff Support to confirm all staff complete annual child abuse prevention training and one-time fingerprinting. (cathy@calymca.org)
- Provides for the safety of delegates at all times.

Requirements:

- Minimum 21 years of age
- Fingerprint Clearance three weeks prior to Training & Elections I
- Completion of online child abuse prevention training annually prior to arrival at Training & Elections I

Working Environment/Minimum Physical Requirement:

You must have the physical, visual and auditory ability to perform the essential functions of the job with or without reasonable accommodations. Position regularly requires the ability to do word processing, data entry and understanding of Google docs. Position may require sitting, kneeling, bending on an occasional basis.

All volunteers working with the YMCA are considered to have supervisory or disciplinary action relationship over minors. Fingerprints must be completed three weeks prior to the commencement of volunteer hours.

Effects on End Results:

This position has a significant impact on the effectiveness with which California YMCA Y&G Model Legislature & Court accomplishes its goals and objectives in service to our local YMCA's, impacting the community's understanding of the YMCA movement. This position will project a positive attitude that enriches the lives of the individuals we serve.

Please direct all related questions to:
Morgan Bauer, Program Director for High School Programs
California YMCA Youth & Government
2220 Capitol Avenue
Sacramento, CA 95816
916-756-0230
morgan@calymca.org

Assistant Director Signature

Date

Program Director Signature

Date

Executive Director Signature

Date