

California YMCA Youth & Government

# Volunteer Job Description

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Volunteer title: Lead Staff Member

Program area: \_\_\_\_\_

Reports to: \_\_\_\_\_

Effective date: July 1, 2009

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## **Job Description**

Under the direction of the Program Director, the lead staff member assists in the implementation of a Model Legislature and Court (9<sup>th</sup>-12<sup>th</sup> grades) program area. Lead Volunteers have a significant impact on the effectiveness with which the California YMCA accomplishes its goals and objectives; thus, impacting the community's understanding of the YMCA movement.

The duties associated with this responsibility include:

## **General Volunteer Functions:**

1. Demonstrates and promotes the mission of the California YMCA.
2. Provides for the safety of the delegates at all times
3. Demonstrates and promotes the values of caring, respect, honesty and responsibility in all dealings with participants, advisors, guests, volunteers and fellow staff
4. Adheres to and promotes the adherence to all California YMCA policies and procedures.
5. Adheres to established methods to keep the physical space of the {PROGRAM AREA} in neat, efficient and safe condition at all times.
6. Communicates regularly with the Track Lead, Program Director and other lead Volunteers to ensure a high degree of coordination of efforts between program areas.
7. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required

## **General Volunteer Requirements:**

To effectively serve as a Volunteer for the California YMCA, Volunteers must:

1. Be at least 21 years of age
2. Be personable, energetic, organized, creative, and articulate.
3. Posses strong written and verbal communication skills
4. Be able to effectively facilitate youth and adult teambuilding activities
5. Have demonstrated the ability to and be able to effectively mentor youth participants and volunteer staff.
6. Be able to interact in a positive manner with participants, the general public, and other Volunteers in person, by telephone and via e-mail, requiring the ability to speak, read, write and type effectively in English.
7. Posses the visual and auditory ability to recognize and respond to environmental and other hazards related to program operation.
8. Be able to attend all program related conferences, events and meetings in their entirety.

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9. Be able to lift and carry at objects weighing 40 pounds; positioned on the floor or less than one foot above the floor.
10. Take, submit and pass the California YMCA's background check once every three years.
11. Provide their own transportation to and from all volunteer related events.
12. Demonstrates and promotes the mission of California YMCA Youth & Government

### **Lead Volunteer Functions:**

- 1) Recruits, trains, and manages a team of volunteers.
- 2) Prepares, attends, and actively participates in ML/C conferences and events.
- 3) Attends and actively participates in program volunteer meetings and orientations.
- 4) Develops program area curriculum.
- 5) Meeting the requirements of and serving as a California YMCA Volunteer.

### **Lead Staff Member Duty Segments**

1. *Volunteer Management*
  - a. Identifies and recruits the appropriate number of volunteers necessary to run the {PROGRAM AREA}.
  - b. Participates in a joint interview, in person or via conference call, with the Program Director for all new Volunteers.
  - c. Trains all {PROGRAM AREA} Volunteers to effectively deliver the {PROGRAM AREA} program.
  - d. Directly supervises and redirects all {PROGRAM AREA} volunteers while they are delivering the {PROGRAM AREA}.
  - e. Continually evaluates all {PROGRAM AREA} Volunteers according to California YMCA guidelines.
  - f. Appropriately thanks all {PROGRAM AREA} Volunteers after each conference or event.
  - g. Submits the names of outstanding Volunteers and their qualifications for receiving program wide recognition to the ML/C awards committee on an annual basis.
2. *Conferences Related Duties*
  - a. Attends the ML/C conferences and events in their entirety.
  - b. Actively leads the {PROGRAM AREA} at all ML/C events.
  - c. Develops all {PROGRAM AREA} materials for delegates and staff participating in {PROGRAM AREA} to use during applicable conferences & events.
  - d. Submits material that needs duplication to the Youth & Government office no later than 30 days prior to the applicable event.
  - e. Submits office supply and other program supply requests to the Youth & Government office no later than 30 days prior to the applicable event.
3. *Staff Meeting and Orientation Participation*
  - a. Attends and actively participates in all ML/C program staff meetings, retreats and orientations including the annual All-Staff retreat weekend.
  - b. Reviews all applicable material prior to arrival at ML/C program staff meetings, retreats and orientations.

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- c. Distributes appropriate and applicable information gathered at ML/C staff meeting to the {PROGRAM AREA} staff immediately following the staff meeting.
  - 4. *Curriculum Development*
    - a. Develops the {PROGRAM AREA} curriculum for Model Legislature/Court program.
    - b. Reviews {PROGRAM AREA} curriculum with the {PROGRAM DIRECTOR} on an annual basis.
    - c. Reviews {PROGRAM AREA} curriculum alterations with the {PROGRAM DIRECTOR} prior to each conference or event.
  - 5. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required
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Please direct all Volunteer Duty Description related questions to:

Rolf Davidson  
Associate Executive Director of Operations

California YMCA Youth & Government  
2220 Capitol Ave.  
Sacramento, CA 95816

916-756-0230 phone  
916-471-0385 fax  
rolf@calymca.org