



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CALIFORNIA YMCA YOUTH & GOVERNMENT

Title: **Lead Staff for Model Legislature & Court**

Supervisor: **ML/C Program Director**

Last Updated: **2013**

General Function:

Under the direction of the Program Director, and in collaboration with the program area Track Lead, Lead Staff members oversee the implementation of the Model Legislature and Court (ML/C) for their program area. Lead Staff 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 the "Character Counts" values of caring, respect, honesty and responsibility in all dealings with delegates, Advisors, parents, fellow volunteer staff, and guests. Lead Staff support 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.

Lead Staff have a significant impact on the effectiveness with which California YMCA Youth & Government (Y&G) accomplishes its goals and objectives; thus impacting the community's understanding of the YMCA movement.

The position of Lead Staff includes year-round responsibilities including, but not limited to, staff recruitment, program area communications, as well as attendance at the annual staff retreat, the lead staff meeting, and all conferences (T&E I, T&E II, Sacramento).

Additional duties, meeting times and time commitments will be worked out directly with the ML/C Program Director and your program area's Track Lead. As Lead Staff you commit to helping push the program towards excellence.

Please refer to the ML/C organizational chart to see which track your program area is in.

Responsibilities: (in collaboration with the ML/C Program Director and the Assistant Director for the Track)

Staff Development & Recognition

- Recruit, train, and manage a team of program area staff.
- Continually evaluate all program area staff according to California YMCA Y&G guidelines.
- Submit the names of outstanding staff and their qualifications for receiving program wide recognition to the ML/C awards committee on an annual basis.
- Attend and actively participates in all ML/C staff meetings, trainings, and orientations and encourage the same for all program staff as applicable.
- Participate in annual review with Assistant Director for program area track.

Communication

- Ensure that all program area staff communicate hotel and flight needs, as well as any other request for information that may come from the Y&G office by set deadlines.
- Verify that all program area staff thoroughly complete all conference registrations.

Conference Related Duties

- Attends all ML/C conferences in their entirety.
- Update delegate training materials annually.
- Submit all requests for printing and program supplies in a timely fashion (2 weeks prior to conference).
- participate

Program Development

- Evaluate and update program content annually based on constituent feedback.
- Create program handbooks for program area to be updated annually.
- Identify and mentor a successor for continued program growth and development.

Risk Management

- Adheres to and promotes all California YMCA Y&G policies, procedures, and organizational Code of Conduct.
- Work with Staff Support Track Lead to confirm all staff complete annual child abuse prevention training and one-time fingerprinting. (cathy@calymca.org)
- Adhere to established methods to keep the physical space of the program area in neat, efficient and safe condition.
- Provide 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
- Completion of required paperwork/forms/registrations

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, and 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 phone
morgan@calymca.org

Volunteer Staff Signature

Date

Assistant Director Signature

Date

Program Director Signature

Date