



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CALIFORNIA YMCA YOUTH & GOVERNMENT

Title: **CONA Trip Director**

Supervisor: **ML/C Program Director**

Last Updated: **2014**

General Function:

Under the direction of the Program Director, the CONA (Conference On National Affairs) Trip Director oversees the planning and implementation of California YMCA Youth & Government CONA program. The CONA Trip Director supports 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. The CONA Trip Director supports 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 CONA Trip Director has 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 CONA Trip Director includes year-round responsibilities including, but not limited to, staff recruitment, planning the CONA pre-trip, planning/implementing delegate training, program area communications, working with the ML/C Program Director to stay within trip budget, as well as managing the CONA delegate selection process.

Additional duties, meeting times and time commitments will be worked out directly with the ML/C Program Director. As Trip Director you commit to helping push the program towards excellence.

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

Staff Development & Recognition

- Recruit, train, and manage a CONA Advising Team.
- Continually evaluate all members of the Advising team according to California YMCA Y&G guidelines.
- Submit the names of delegates and their qualifications for receiving program wide recognition to the ML/C awards committee on an annual basis specific to the Blue Ridge Assembly award.
- Participate in annual review with ML/C Program Director.

Communication

- Ensure that all participants 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 participants thoroughly complete all conference registrations.

Conference Related Duties

- Attends all CONA conferences in their entirety, and trainings as required by the ML/C Program Director.
- Update delegate training materials annually.
- Submit all requests for printing and program supplies in a timely fashion (2 weeks prior to need).
- Participate in all aspects of training, pre-conference and conference activities.
- Work within established budget to provide quality pre-conference trip.

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 ML/C Program Director to confirm all staff complete annual child abuse prevention training and one-time fingerprinting.
- 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
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Sacramento, CA 95818
916-756-0230 phone
morgan@calymca.org

Volunteer Staff Signature

Date

Assistant Director Signature

Date

Program Director Signature

Date