

Lead Advisor Job Description

MINIMUM QUALIFICATIONS:

- Be at least 21 years of age
- Be a mature, dependable and responsible individual.
- Relate well to and enjoy working with high school age youth.
- Have group facilitation experience or be willing to receive training in this area.
- Be familiar with and dedicated to the Mission of the YMCA, committed to the YMCA's focus statements, and the *Spirit of Y&G.
- Having a basic understanding of state judicial and legislative processes is helpful.
- Be a positive role model to delegates and an effective representative of the program.
- Be organized, attentive to detail, and have good follow through skills.

LEAD ADVISOR SPECIFIC RESPONSIBILITIES:

- Receive, read and understand all program bulletins and assure all deadlines are met.
- Develop a schedule and meetings to plan special events/fundraisers, and to prepare delegates for their roles in Sacramento. Attend all meetings.
- Develop, monitor and adhere to a budget in conjunction with local YMCA staff.
- At each conference conduct delegation meetings.
- Act as a liaison between the local YMCA and the Y&G program.
- Approve elected and appointed leadership applications.
- Submit thoughtful legislation and NIC proposals.
- Submit legislative bill and packets by deadline.

GENERAL RESONSIBILITIES:

- Recruiting, training, and supervising high school youth to form a delegation.
- The health and safety of participants is an ongoing responsibility. Advisors should be aware and abide by current accepted YMCA health and safety standards.
- Ensure that the California YMCA Youth & Government (Y&G) program and local YMCA policies are adhered to at all times.
- Ensure that the Y&G Code of Conduct is understood and agreed to by all delegates and parents. In accepting this position each advisor also commits to this code.
- Work with delegates to complete their program area responsibilities (creating legislation, authoring proposals, etc.)
- Actively seek local community and political involvement and support for the delegation
- Attend all program conferences September through February.
- Assure that each delegate attends scheduled sessions.
- Attend all advisor meetings and assist with general conference duties, (e.g. pre-curfew patrol, floor/elevator duty, monitor doors and galleys, food service assistance, etc.)
- Actively support the Y&G program goals and objectives.
- Attend one of the Advisor Certification trainings.
- Lead by good example.

CALIFORNIA YMCA YOUTH & GOVERNMENT
Model Legislature & Court

Spirit of Y&G

California YMCA Youth & Government (Y&G) is more than just an organization, a conference, or a program. There is an underlining spirit that holds all of it together and helps to make Y&G special. This spirit engenders the values of fair play, cooperation, integrity and respect. It should be in the forefront of every delegate, advisor, volunteer and YMCA staff member's mind that we are all in this program under the united desire to learn, have a great time, and to become better people.