

YOUTH LEADERSHIP FORUM FOR STUDENTS WITH DISABILITIES (YLF)

ONSITE STAFF VOLUNTEER POSITIONS *DESCRIPTION OF DUTIES*

The YLF Chair supervises all volunteer staff positions described below. All volunteers must be familiar with the YLF curriculum and support its program objectives. All volunteer staff must be at least 18 years of age and preference will be given to YLF alumni and other adults with disabilities. All volunteers must participate in a formal YLF staff orientation prior to their service and **remain onsite** for the duration of the program.

CO-COUNSELORS: Responsible for the overall supervision and facilitation of student delegates in the small group setting; specific duties include providing initial YLF orientation, facilitating small group discussion, assisting student delegates in completing their Personal Leadership Plan, and overseeing the other volunteer staff assigned to the small groups.

PEER COUNSELORS: Responsible for assisting the co-counselor staff in completing the various YLF program objectives. Specific duties include assisting with initial YLF orientation, assisting in facilitating small group discussion, carrying out YLF and Dormitory rules, conducting room checks in the evening, and serving as a role model for the student delegates. Peer counselors must remain on-site during the entire YLF program. Peer counselors work under the direction of the co-counselor in the small group to which they are assigned.

DORM PARENTS: Responsible for oversight of various onsite YLF logistics. Must stay onsite during the entire program. Specific duties include staffing the front desk/dorm office area, which serves as the YLF command center. Other responsibilities include handling check-in and check-out for all dormitory rooms (including issuing room keys and linen), answering busy telephones, securing assistive and medical support for students as needed, and identifying situations that need resolution.

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PROGRAM ASSISTANTS: Responsible for providing general assistance to assigned small groups and to other YLF program staff. Typically supervised by the co-counselors in the small groups to which they are assigned. Must serve as role models to the student delegates. Specific duties include the following: helping delegates with writing; assisting with food trays and other services as needed in the dining hall; completing various errands for other volunteer staff; assisting in setting up small group rooms and the large group meeting area, including arranging tables and chairs and other equipment; serving as the “spirit squad” to motivate student delegates, including leading cheer sessions; playing pre-recorded music at the beginning of each large group session; and assisting YLF staff and delegates in moving between various program segments in a timely manner.

There are other volunteer positions that assist in implementing the YLF. If you are interested in participating as a Mentor, Transportation Volunteer, and/or Gift Bag Assembler, please contact the staff office at (800) 695-0350 for an application or additional information.

