

DUTIES OF PROGRAM ASSISTANTS

1. **All Program Assistants** Greet delegates as they arrive. Pick up name badge and help to pin on delegate. Escort each one to dorm office to get room key and resource binder. Help delegate with binder and luggage and escort him/her to room. Leave binder and luggage in room and escort student to photo board area. Review Check-in form and obtain small group number. After taking photo, delegates can recreate until 4:30 p.m.

2. Demonstrate introduction of presenters and thank you - Sunday evening Opening Session.

3. **All Program Assistants** - motivational cheers during large group sessions and Mentors Luncheon.

4. Assist all YLF participants with trays, etc. in the Dining Hall.

5. 6:45 a.m. Pick up breakfast food for people not going to dining hall and return trays to Dining Hall at 8:00 a.m. Dorm parents will have a daily count/names.

Monday _____

Tuesday _____
Wed _____
Thursday _____

7. Wake-up calls at 6:00 a.m. - **all Program Assistants**

8. Serve in assigned positions at Wednesday's Mentor's Luncheon to help with the following:

A. Assist at badge table to locate and pin badge on (if necessary)

1. _____

2. _____

B. Assist people in locating table assignments

1. _____

2. _____

C. Tape a VIP ribbon to each delegate's name badge _____

9. During free time in evening, recreate with students. Lead PA's will attend staff meeting.

10. Decorate for the dance - all Program Assistants
10. Assist with reading, writing, guiding, or whatever is needed in the small group room. Take direction from counselors.
11. Serve as role models; observe YLF rules.

Try to resolve conflicts peer to peer. Report significant issues to Dorm parents, Paul Miller or Hope Yasui.