POSITIONS AVAILABLE

LEADERSHIP CONFERENCE FACILITATOR

2020 Greenhand Leadership Conference
2021 Made For Excellence conferences and 2021 Advanced Leadership Academy conference

California FFA is seeking to hire Leadership Conference Facilitators to work under the direction of a conference Team Leader and the supervision of the State FFA Leadership Development Coordinator and State Assistant FFA Advisor for the purposes of delivering and coordinating the California FFA Leadership and Personal Growth Development Continuum.

**Greenhand Leadership Conferences 2020**
A minimum of twenty-five (25) L1 or L2 Leadership Facilitators and five (5) Team Leaders (see TL app.)

**Made For Excellence conferences 2021**
Not Applicable; one (1) Team Leader (see TL app.)

**Advanced Leadership Academy conferences 2021**
Not Applicable; one (1) Team Leader (see TL app.)

Individuals should have experience in public speaking, motivating and/ or mentoring students, classroom or meeting management, be able to take constructive feedback and coaching, and work independently, as well as part of a team. Experience with conference facilitation is preferred.

**Applications should be submitted by email to Miss Garrett at:**

hgarrett@californiaffa.org

Send an application worksheet, resume and professional photo by:

**Greenhand Leadership Conference 2020**
May 29, 2020 *or next business day when this date occurs on weekend/holiday

**Please note that due to COVID-19 hiring and conferences most likely will look different for the 2020 conference season. The information below is for a “normal” conference season but things are subject.**

**Made For Excellence 2021**
Not Applicable

**Advanced Leadership Academy 2021**
Not Applicable
LEADERSHIP CONFERENCE FACILITATOR (L1 AND L2) DESCRIPTION

Leadership Conference Facilitators (L1 and L2) will be expected to facilitate and deliver conference curriculum to FFA members both in a large group and small group setting. Facilitators are expected to possess strong knowledge relative to their specific conference and conduct additional research to become prepared. Additional role responsibilities include coaching FFA members, motivating and engaging students, and classroom management (with the exception of student discipline, which is the responsibility of teachers supervising at the conference).

Facilitator position requirements:
- **Facilitator Level I (L1)** – new to facilitation and/or having never facilitated at GLC
- **Facilitator Level II (L2)** – experienced or returning facilitator (GLC, MFE, ALA or SLE)
- Be enrolled in a two or four-year university; staff **should not** take the semester or quarter off
- Possess excellent public speaking skills; experience in facilitation is preferred
- Experience in managing conferences and/or students
- Extensive knowledge of Agricultural Education, including Classroom/Laboratory Instruction, Supervised Agricultural Experience and the National FFA Organization
- Be able to present in business attire
- Be able to multitask and balance a busy schedule that prioritizes educational obligations, family commitments and work for California FFA, as well as social, physical, spiritual and mental needs
- Be able to work independently, as well as a part of a team

**General Notes:**
- Most GLC conferences are scheduled during the last two weeks of September and into October over a three to four-day period, typically including Tuesdays, Wednesdays and Thursdays.
  - **Staff should plan to miss a minimum of four/five days of school**, but as many as eight days with travel depending on conference scheduling, host sites and their classes.
- Staff should consider modifying their academic schedule to allow for free days or flexible courses. Staff should communicate with instructors to notify them in advance of their absence; they will receive a letter from the state describing the responsibilities of this opportunity that can assist with missing school. The Team Leader will mentor and provide guidance on creating work/academic life balance.

**COMPENSATION**

- **Greenhand Leadership Conference (GLC)**
  - **Level I (L1)** @ 150/conf.
  - **Level II (L2)** @ 175/conf.
  - **Team Leader (T1/T2)** @ 200/conf.
- **Made for Excellence (MFE) & Advanced Leadership Academy (ALA)**
  - **State Officer Internship @ N/A**
  - **Level II (L2) @ N/A**
  - **Team Leader (T2)** @ 200/conf.
- **Training Stipend**
  - **Facilitator @ TBD; approx. 50/day**
  - **Team Leader @ TBD; approx. 50/day**

- Travel, lodging and meal expenses will be paid as per state association guidelines
- Official uniform and nametag will be provided
INTRODUCES students to Agricultural Education, including SAE opportunities and how FFA will develop them as young leaders. This conference is the “hook-line-and-sinker” to get students to buy into Agricultural Education throughout their four years in high school. | 180-200 freshmen per conference

General major responsibilities include, but are not limited to the following:

- Review curriculum, content resources and texts, and video footage to prepare for training
- Participate in summer large group training seminar: **IF COVID-19 ALLOWS**
  - Large Group Training: **Sunday, August 2 – Saturday, August 8, 2020 – Required Dates**
- Facilitate five to six conferences, but never more than seven; typically held at, at least, two different sites
  - Supply Loading
  - Conference set up
  - Facilitate conference (8a to 3p)
  - Conference tear down
  - Evaluate and reflect
  - Supply Unloading

Example conference timeline (**not actual conference dates**)

- **SEPTEMBER**
  - W1 – NA
  - W2 – Labor Day (Mon)
  - W3 – Poly/ UC System Starts; Team 1 (Wed, Thu)
  - W4 – Team 2 (Tues, Wed, Thu); Team 3 (Wed)
- **OCTOBER**
  - W1 – Team 2 (Tue, Wed); Team 1 (Wed, Thu, Fri)
  - W2 – Team 4 (Tue, Wed, Thu, Fri); Team 3 (Tue, Wed, Thu, Fri)
  - W3 – Team 5 (Tue, Wed, Thu, Fri); Team 3 (Tue, Wed, Thu)
  - W4 – NA
  - W5 - National FFA Convention
MAJOR RESPONSIBILITIES BY CONFERENCE

MADE FOR EXCELLENCE (MFE)

Contract: December 1, 2020 to March 1, 2021
L1 (State Officers)/ Team Leader
Approx. 12:30 pm to 8:30pm, 8am to 11am (11 hours) + setup/re-set/teardown

Once an individual knows who they are and the core values that guide their life choices, they then can start to branch out and build meaningful relationships with others. MFE is all about a student understanding who they are and how they can build trust, show vulnerability and give empathy in order to develop relationships to ultimately influence those around them. This conference is about "WE: knowing that leadership starts by first believing in ourselves in order to build our confidence to then serve others." | 180-240 sophomores per conference

General major responsibilities include, but are not limited to the following:
• Review curriculum, content resources and texts, and video footage to prepare for training
• Participate in winter large group training seminar:
  o Training 1 – Tuesday, December 8 to Friday, December 11, 2020 – Tentative Dates
  o Training 2 – Tuesday, January 5 to Thursday, January 7, 2021 – Req. Dates
• Facilitate eight to nine conferences, typically held one site per region
  o Supply Loading
  o Conference set up
  o Facilitate (Fri 12n to Sat 11a)
  o Conference tear down
  o Evaluate and reflect
  o Supply Unloading

ADVANCED LEADERSHIP ACADEMY (ALA)

Contract: December 1, 2020 to March 1, 2021
L1 (State Officers)/ Team Leader
Approx. 12:30 pm to 8:30pm, 8am to 11am (11 hours) + setup/re-set/teardown

Once a leader is comfortable with their own self and self-purpose, they can discover how to work with others and accomplish a shared goal. The process for analyzing program needs and improving a project or event is the focus of this conference as students discover how to be teams of innovative leaders in their chapter. This conference about "DO: the individual leader, their relationships with others and how to enact change within their chapters and communities." | 180-240 juniors/ conf.

General major responsibilities include, but are not limited to the following:
• Review curriculum, content resources and texts, and video footage to prepare for training
• Participate in winter large group training seminar:
  o Training 1 – Tuesday, December 8 to Friday, December 11, 2020 – Tentative Dates
  o Training 2 – Tuesday, January 5 to Thursday, January 7, 2021 – Req. Dates
• Facilitate eight to nine conferences, typically held one site per region
  o Supply Loading
  o Conference set up
  o Facilitate (Fri 12n to Sat 11a)
  o Conference tear down
  o Evaluate and reflect
  o Supply Unloading

Example conference timeline (not actual conference dates)
• JANUARY
  o W2 – MFE/ ALA (Fri, Sat)
  o W3 – MFE/ ALA (Fri, Sat)
  o W4 – MFE/ ALA (Fri, Sat), MFE/ ALA (Sun, Mon)
• FEBRUARY
  o W1 – MFE/ ALA (Fri, Sat)
  o W2 – MFE/ ALA (Fri, Sat), MFE/ ALA (Sun, Mon)
  o W3 – MFE/ ALA (Fri, Sat)
APPLICATION INSTRUCTIONS

1. **Completed official Application Worksheet**, included in the position job posting.

2. **Resume**
   - Resumes will be reviewed to determine facilitation, teaching and speaking experience:
     - Prioritize experiences listed on your resume to appropriately identify these areas
   - Provide three references that possess knowledge of your experience in facilitation, teaching and public speaking with appropriate contact information and your relationship.

3. **Phone Interview**
   - Phone interviews will be conducted to determine work ethic, ability to connect with students and motivation for facilitating conferences.
     - Phone interviews will only be done over the phone. I.e. Not over a form of video chat.
   - A phone interview sign-up sheet will be sent out to applicants after the due date of applications.
     - Depending on the number of applicants, a paper screening may take place prior to phone interviews.

4. **Professional Photo**
   - The professional photo will only be used to put a face to the name during phone interviews.
   - The photo should be from the shoulders up with the applicant in at least business casual attire.
     - Examples of photos: senior photos, photos from previous work experience, job fair head shots etc.
**Please note that due to COVID-19 hiring and conferences most likely will look different for the 2020 conference season. The information above is for a “normal” conference season but things are subject.**

APPLICATION WORKSHEET

This form must be submitted with your resume and professional photo.

Name: 

Cell Phone: 

Email: 

Hometown and FFA Chapter: 

College Attending during Conference Season: 

Check the description which best matches your level of experience and interest:

- Facilitator Level I (L1) – new to facilitation and/or have never facilitated GLC
- Facilitator Level II (L2) – experienced or returning facilitator (GLC, MFE, ALA or SLE)
- Greenhand Leadership Conference 2020 (L1 or L2)

As a facilitator, you will be asked to interact with students from a variety of backgrounds and with an array of interests. Why should California FFA entrust you with their students?

What, if any, scheduling conflicts will you have during the conference season? (This will be used to help with team placement and conference date assignments. Please be specific.)