**POSITIONS AVAILABLE**

**CONFERENCE TEAM LEADER**

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

California FFA is seeking to hire conference Team Leaders to direct Leadership Conference Facilitators and work under 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

**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 required. Team Lead for MFE and ALA requires one year of Team Leader experience with California FFA. For MFE Team Leader, experience facilitating MFE is preferred.

Applications should be submitted by email to Miss Garrett at:

hgarrett@californiaffa.org

Send an application worksheet, resume and a 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**
October 15, 2020 *or next business day when this date occurs on weekend/holiday

**Advanced Leadership Academy 2021**
October 15, 2020 *or next business day when this date occurs on weekend/holiday
CONFERENCE TEAM LEADER DESCRIPTION

Conference Team Leaders will serve as the on-site manager for the conference. The Team Leader will assist with and be responsible for coordinating preparation, travel and on-site logistics, the delivery and evaluation of conference curriculum, and will manage and provide support and coaching for all Facilitators, under the supervision of state staff. The Team Leader will report to and work closely with the State Leadership Development Coordinator and the Asst. State FFA Advisor, with additional duties as assigned.

*The team leader is not encouraged or expected to defer their semester/quarter of college.*

**Team Leader position requirements:**

- At least one year of facilitation experience with California FFA with either GLC or MFE, or having already served in a Team Leader capacity during another conference
- Be able to think strategically and big-picture logistically while coordinating the event
- Be able to lead groups of peer facilitators and staff, often who are close in age, and manage conflict
- Demonstrate respect and professionalism when interacting with host sites and teachers, while also clearly communicating needs and expectations
- Possess excellent facilitation skills and the ability to coach others in their development
- Be able to multitask and balance multiple issues and priorities at the same time
- Be able to work independently while supervising a conference team, and as part of a greater team of staff
- All requirements of a Leadership Conference Facilitator
- Staff should **not** take the semester or quarter off

**General Notes:**

- Most GLC conferences are scheduled during the last two weeks of August into September and the first two weeks of 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. The aim is for conferences to take place within the first four weeks of University starting, which reduces the impact of missed days (for those at a UC or Poly, this may be before courses begin).
- Most MFE and ALA conferences are scheduled during the first eight weekends of January and into February on Fridays/Saturdays, with a few back-to-back conferences on Sundays/Mondays.
  - **Staff should plan to miss a minimum of two days of school**, but as many as ten days with travel depending on how staff structure their Friday class schedule.
- 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
MAJOR RESPONSIBILITIES BY CONFERENCE

GREENHAND LEADERSHIP CONFERENCE (GLC)

Contract: July 1, 2020 to October 15, 2020
L1 (New Staff) and L2 (Returning Staff)
Approx. 7:30 am to 3:30pm (8 hours) + setup/re-set/teardown

Introduces students to the benefits and opportunities in Agricultural Education, including SAE and FFA. 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, staff development and supply management
- Attend a Team Leader Training prior to the large group training seminar:
  - Dates will be determined based off the 6 TL & LDC schedules
- Lead and coach team in summer large group training seminar: If COVID-19 ALLOWS
  - Large Group Training: Sunday, August 2 – Saturday, August 8, 2020 – Required Dates
- Serve as the on-site manager for five to six conferences, never more than seven; typically, at two sites
  - Management of supplies
  - Supervise set up/ host site check in
  - Manage/coach (8a to 3p)
  - Assist teachers as need
  - Conference tear down
  - Evaluate and coach team

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 5 (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, staff development and supply management
- Attend a Team Leader Training prior to the large group training seminar:
  - Dates will be determined based on the 6 TL & LDC schedules
- Lead and coach team in winter large group training seminar:
  - Training 1 – Tuesday, December 8 to Friday, December 11, 2020 – Tentative Dates
  - Training 2 – Tuesday, January 5 to Thursday, January 7, 2021 – Req. Dates
- Serve as the on-site manager for eight to nine conferences, typically held one site per region
  - Management of supplies
  - Assist teachers as needed
  - Supervise set up/ host site check in
  - Conference tear down
  - Manage/coach (Fri 12n to Sat 11a)
  - Evaluate and coach team

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, staff development and supply management
- Attend a Team Leader Training prior to the large group training seminar:
  - Dates will be determined based on the 6 TL & LDC schedules
- Lead and coach team in winter large group training seminar:
  - Training 1 – Tuesday, December 8 to Friday, December 11, 2020 – Tentative Dates
  - Training 2 – Tuesday, January 5 to Thursday, January 7, 2021 – Req. Dates
- Serve as the on-site manager for eight to nine conferences, typically held one site per region
  - Management of supplies
  - Assist teachers as needed
  - Supervise set up/ host site check in
  - Conference tear down
  - Manage/coach (Fri 12n to Sat 11a)
  - Evaluate and coach team

Example conference timeline (not actual conference dates)

- JANUARY
  - W2 – MFE/ ALA (Fri, Sat)
  - W3 – MFE/ ALA (Fri, Sat)
  - W4 – MFE/ ALA (Fri, Sat), MFE/ ALA (Sun, Mon)

- FEBRUARY
  - W1 – MFE/ ALA (Fri, Sat)
  - W2 – MFE/ ALA (Fri, Sat), MFE/ ALA (Sun, Mon)
  - 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, speaking and coaching 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. **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.

**If Needed:**

4. **Phone Interview**
   - Phone interviews will be conducted to determine work ethic, ability to lead a team and motivation for being a conference team lead.
     - 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.
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:

___ Team Leader

___ Greenhand Leadership Conference 2020 (TL1 or TL2, previous L1 or L2 Facilitator required)
___ Made For Excellence conference 2021 (TL2 Recommended)
___ Advanced Leadership Academy conference 2021 (TL2 Recommended)

As a team leader, you will be coaching and helping to train your peers in facilitation. What qualifies you to serve in this capacity?

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.)