



CALIFORNIA ASSOCIATION OF THE FUTURE FARMERS OF AMERICA

POSITIONS AVAILABLE

LEADERSHIP CONFERENCE FACILITATOR

2019 Greenhand Leadership Conference

2020 Made For Excellence conferences and 2020 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 2019

A minimum of thirty (30) L1 or L2 Leadership Facilitators and six (6) Team Leaders (see TL app.)

Made For Excellence conferences 2020

Not Applicable; one (1) Team Leader (see TL app.)

Advanced Leadership Academy conferences 2020

A minimum of four (4) L2 Leadership Conference Facilitators and 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. Facilitation for ALA requires one year of facilitation experience previously with California FFA.

**Applications should be submitted by email to Mr. Mayfield and Miss Garrett at:
jmayfield@cde.ca.gov and hgarrett@californiaffa.org**

Send an **application worksheet, resume and professional photo** by:

Greenhand Leadership Conference 2019

May 15, 2019 **or next business day when this date occurs on weekend/holiday*

Made For Excellence 2020

Not Applicable

Advanced Leadership Academy 2020

October 1, 2019 **or next business day when this date occurs on weekend/holiday*

THE CALIFORNIA FFA CENTER

Post Office Box 460 • Galt, California 95632

Phone 209.744.1600 • Fax 209.744.1602 • www.calaged.org

MAJOR RESPONSIBILITIES BY CONFERENCE

GREENHAND LEADERSHIP CONFERENCE (GLC)

Contract: July 1, 2019 to October 15, 2019

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, and video footage to prepare for training
- Participate in summer large group training seminar:
 - **Large Group Training: Tuesday, July 30 – Monday, August 5, 2019 – Required Dates**
- Facilitate five to six conferences, but never more than seven; typically held at 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)

- **AUGUST**
 - W2 – CSU System Starts; Many California School Districts start
 - W3 – Team 1 (Mon, Tue); Team 2 (Tue, Wed, Thu, Fri)
 - W4 – Team 3 (Mon, Tue, Wed, Thu, Fri)
- **SEPTEMBER**
 - W1 – Labor Day (Mon); Team 2 (Wed, Thu, Fri)
 - W2 – Team 4 (Tue, Wed, Thu, Fri); Team 5 (Tue, Wed, Thu, Fri)
 - W3 – Poly/ UC System Starts; Team 6 (Thu)
 - W4 – Team 3 (Wed)
- **OCTOBER**
 - W1 – Team 5 (Mon, Tue); Team 4 (Tue); Team 6 (Tue, Wed, Thu, Fri)
 - W2 – Team 1 (Tue, Wed, Thu, Fri)
 - W3 – National FFA Convention

MAJOR RESPONSIBILITIES BY CONFERENCE

MADE FOR EXCELLENCE (MFE)

Contract: December 1, 2019 to March 1, 2020

L1 (State Officers)/ Team Leader

Approx. 12:30 pm to 8:30pm, 8am to 11am (11 hours) + setup/re-set/teardown

Personal development starts with the individual. Self-discovery of talents, strengths, interested and personal character are emphasized as the individual is channeled to discover their passion in life. This conference focuses on "ME: one's personal skills and development of the ability to be successful." | 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:
 - **Training 1 – Tuesday, December 10 to Friday, December 13, 2019 – Tentative Dates**
 - **Training 2 – Tuesday, January 7 to Thursday, January 9, 2020 – Req. Dates**
- Facilitate eight to nine conferences, typically held one site per region
 - Supply Loading
 - Conference set up
 - Facilitate (Fri 12n to Sat 11a)
 - Conference tear down
 - Evaluate and reflect
 - Supply Unloading

ADVANCED LEADERSHIP ACADEMY (ALA)

Contract: December 1, 2019 to March 1, 2020

L2 (Returning Staff)/ 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 establish a goal. The process for analyzing program needs and planning 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 is about "WE: the individual leader, their relationships with others and how to establish common vision." | 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:
 - **Training 1 – Tuesday, December 10 to Friday, December 13, 2019 – Tentative Dates**
 - **Training 2 – Tuesday, January 7 to Thursday, January 9, 2020 – Req. Dates**
- Facilitate eight to nine conferences, typically held one site per region
 - Supply Loading
 - Conference set up
 - Facilitate (Fri 12n to Sat 11a)
 - Conference tear down
 - Evaluate and reflect
 - Supply Unloading

Example conference timeline (not actual conference dates)

- **JANUARY**
 - W1 – New Years, MFE/ ALA (Fri, Sat)
 - W2 – MFE/ ALA (Fri, Sat)
 - W3 – MFE/ ALA (Fri, Sat), MFE/ ALA (Sun, Mon)
 - W4 – MFE/ ALA (Fri, Sat)
- **FEBRUARY**
 - W1 – MFE/ ALA (Fri, Sat)
 - W2 – MFE/ ALA (Fri, Sat), MFE/ ALA (Sun, Mon)
 - W3 – National FFA Week

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:
 - o 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.
 - o 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.
 - o 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.
 - o Examples of photos: senior photos, photos from previous work experience, job fair head shots etc.



CALIFORNIA FFA

**LEADERSHIP CONFERENCE FACILITATOR
2019-2020**

APPLICATION WORKSHEET

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

Name:

Cell Phone:

Email:

Hometown and FFA Chapter:

College Attending in the Fall:

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 2019 (L1 or L2)
 Made For Excellence conference 2020 (Not Applicable)
- Advanced Leadership Academy conference 2020 (L2 Required)

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.)