



# **CALIFORNIA ASSOCIATION OF THE FUTURE FARMERS OF AMERICA**

## **POSITIONS AVAILABLE**

### **CONFERENCE TEAM LEADER**

**2021 Greenhand Leadership Conference**

**2022 Made For Excellence conferences and 2022 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 2021**

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

#### **Made For Excellence conferences 2022**

Not Applicable; one (1) Team Leader

#### **Advanced Leadership Academy conferences 2022**

Not Applicable; one (1) Team Leader

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.

**Email Resume, Cover Letter and Photo to Mrs. Hannah Chavez at:**

**[hchavez@californiaffa.org](mailto:hchavez@californiaffa.org)**

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

#### **Greenhand Leadership Conference 2021**

June 21, 2021 *\*or next business day when this date occurs on weekend/holiday*

#### **Made For Excellence 2022**

November 15, 2021 *\*or next business day when this date occurs on weekend/holiday*

#### **Advanced Leadership Academy 2022**

November 15, 2021 *\*or next business day when this date occurs on weekend/holiday*

**THE CALIFORNIA FFA CENTER**

Post Office Box 460 • Galt, California 95632

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## CONFERENCE TEAM LEADER DESCRIPTION

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Conference Team Leaders will serve as the on-site manager for in-person and online conferences. The Team Leader will assist with and be responsible for coordinating preparation, travel and on-site/online 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 September and 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

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- **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                      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

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## **GREENHAND LEADERSHIP CONFERENCE (GLC)**

Contract: July 1, 2021 to November 1, 2021

*L2 (Returning Staff)/ Team Leader*

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: *\*If COVID-19 ALLOWS*
  - **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: Tuesday, July 27 – Monday, August 2, 2021 – 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 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

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## MADE FOR EXCELLENCE (MFE)

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Contract: December 1, 2021 to March 1, 2022

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, interests 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, staff development and supply management
- Attend a Team Leader Training prior to the large group training seminar: *\*If COVID-19 ALLOWS*
  - **Dates will be determined based off the 2 TL & LDC schedules**
- Lead and coach team in winter large group training seminar: *\*If COVID-19 ALLOWS*
  - **Training 1 – Tuesday, December 14 to Friday, December 16, 2021 – Tentative Dates**
  - **Training 2 – Tuesday, January 4 to Thursday, January 6, 2022 – Req. Dates**
- Serve as the on-site manager for eight to nine conferences, typically held one site per region
  - Management of supplies
  - Supervise set up/ host site check in
  - Manage/coach (Fri 12n to Sat 11a)
  - Assist teachers as needed
  - Conference tear down
  - Evaluate and coach team

## ADVANCED LEADERSHIP ACADEMY (ALA)

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Contract: December 1, 2021 to March 1, 2022

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 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, staff development and supply management
- Attend a Team Leader Training prior to the large group training seminar: *\*If COVID-19 ALLOWS*
  - **Dates will be determined based off the 2 TL & LDC schedules**
- Lead and coach team in winter large group training seminar: *\*If COVID-19 ALLOWS*
  - **Training 1 – Tuesday, December 14 to Friday, December 16, 2021 – Tentative Dates**
  - **Training 2 – Tuesday, January 4 to Thursday, January 6, 2022 – Req. Dates**
- Serve as the on-site manager for eight to nine conferences, typically held one site per region
  - Management of supplies
  - Supervise set up/ host site check in
  - Manage/coach (Fri 12n to Sat 11a)
  - Assist teachers as needed
  - Conference tear down
  - 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)

# COVID-19

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Please view California FFA's current [COVID-19 Protocols](#).

## APPLICATION INSTRUCTIONS

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**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:
  - 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. 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.

***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.
  - 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.



CALIFORNIA FFA

**CONFERENCE TEAM LEADER  
2021-2022**

**APPLICATION WORKSHEET**

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

**Name:**

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**Cell Phone:**

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**Email:**

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**Hometown and FFA Chapter:**

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**College Attending during Conference Season:**

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

- Team Leader
  
- Greenhand Leadership Conference 2021 (TL1 or TL2, previous L1 or L2 Facilitator required)
- Made For Excellence conference 2022 (TL2 Recommended)
- Advanced Leadership Academy conference 2022 (TL2 Required)

**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.)