

Alumni Section Assistant

Purpose:

The primary responsibility for Alumni Section Assistants (ASA) is to help Section Leaders and Facilitators create the appropriate culture necessary to provide a positive WLC experience for HOBY Ambassadors—a culture where Ambassadors feel comfortable and free to express their views, thoughts, and ideas. Acting as role models to the Ambassadors and others, ASAs must uphold WLC goals and objectives, help Ambassadors build upon their leadership qualities, and promote teamwork within their Ambassadorial sections and among the larger group of WLC participants.

Age Requirement: Candidate must be a high school graduate and *under* 21 years of age.

Reports To: Section Leader / Senior ASA

Eligibility:

- Must be able to attend the WLC for the entire duration of the event, including pre-WLC training (approximately 2 weeks, housing and meals provided).
- Must have a clean background check (completed by HOBY).
- Must have previous WLC volunteer experience.

Responsibilities:

(Before the WLC)

- Learn and understand the dynamics of HOBY's programs at the state and national level.
- Become thoroughly familiar with HOBY's risk management policy and follow its guidelines.
- Review the WLC program agenda and curriculum with Section Leader and Section team.
- Work on special projects as assigned by Section Leader.
- Assist in generating pre-WLC morale among Section team members and Ambassadors.

(During the WLC)

- Assist with Ambassador registration and check-in process.
- Work with Team Alumni to deliver meals, snacks, and beverages.
- Assist with Ambassador arrival and departure process.
- Encourage group participation during seminars.
- Teach Ambassadors how to properly conduct themselves and to be courteous to speakers.
- Attend all seminars, tours, and activities.
- Work with the Senior ASA, Team Alumni, and Director of Transportation with issues relating to crowd control and the direction of "HOBY traffic" through the city.
- Work with the Senior ASA and Director of Ambassadors Assistant on "cheer" efforts.
- Facilitate certain program elements as directed by the WLC Coordinator and Director of Ambassadors.
- Attend daily Director of Ambassadors staff meetings.
- Perform other specified duties as assigned by the Director of Ambassadors, Section Leaders, Senior ASA, and Director of Team Alumni.
- Interact with Section Leader, Facilitators, fellow ASAs, Senior ASA and Director of Team Alumni.

(After the WLC)

- Remain at WLC for the teardown of the operation.
- Complete evaluations about various aspects of the WLC experience and WLC personnel.
- Provide thank you notes/letters to appropriate team members and benefactors of the WLC.