

# Section Leader

## **Purpose:**

Serve as the primary liaisons between the Director of Ambassadors and their respective "Section Team" of Facilitators and Alumni Section Assistants. Section Leaders share the responsibility for creating the appropriate culture for a positive WLC experience for all. This is an atmosphere where participants feel encouraged to: participate freely in discussions; build upon leadership qualities; work as a team within their Section and the seminar as a whole; and set and achieve goals for the WLC and beyond.

**Age Requirement:** Candidate must be 21 years of age or older

**Reports To:** Director of Ambassadors

## **Eligibility:**

- Must understand the dynamics of HOBY's programs at the state and national level.
- Must have a thorough knowledge of HOBY's risk management policy.
- 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 be able to participate in monthly conference calls starting in January.
- Must have served as a WLC Facilitator or, with significant leadership experience, as a local HOBY Facilitator.
- Past experiences serving as a Facilitator at local HOBY programs preferred.
- Candidate should serve in an advisory role with certain Directors to ensure strategic planning of the WLC.

## **Responsibilities:**

### ***(Before the WLC)***

- Work with the Director of Ambassadors on appropriate preparation work to create a facilitator culture that will provide a dynamic experience for Ambassadors (this includes advance communications to Section team and assisting Director of Ambassadors with planning of facilitator team training).
- Review program with Director of Ambassadors and Director of Program, convey goals of program/curriculum to section team members.
- Upon assignment, contacts the Facilitators and Alumni Section Assistant within their section to prep team for a positive and dynamic experience for Ambassadors.
- If possible - and coordinated with Facilitators - email students within Section, welcoming them to the WLC.

### ***(During the WLC)***

- Communicate and coordinate with Facilitators and Alumni Section Assistant in your respective Sections.
- Assume full responsibility for your entire section of Facilitators, Alumni Section Assistant and Ambassadors.
- Assume full responsibility for enforcing all Rules and Regulations.
- Assume full responsibility for specific assignments as assigned by the Director of Ambassadors (e.g., working with Director of Program on panelist protocol, facilitating thank you notes, facilitating photo shoot, etc.).
- Ensure Section is together before leaving and arriving at venues.
- Address personal concerns of Facilitators, Alumni Sections Assistant, and Ambassadors and provide advice and direction.
- Attend all seminars, tours and activities and brief the Director of Ambassadors on matters of concerns.
- Assist in the facilitation of certain program elements as directed by the Director of Program and the Director of Ambassadors.
- Perform other duties as assigned by the Director of Ambassadors and other HOBY staff.

### ***(After the WLC)***

- Remain at WLC for the teardown of the operation.
- Participate in a wrap-up conference call/evaluation with the Director of Ambassadors.
- Complete evaluations of overall WLC, Facilitator and Alumni Section Assistant team members.
- Provide thank you notes/letters to appropriate team members and benefactors of the WLC.