

# WORLD LEADERSHIP CONGRESS

Volunteer Application 2019



# WHAT IS THE HOBY WLC?

- HOBY's World Leadership Congress (WLC) is a **dynamic leadership development opportunity** that brings together students from around the globe for 8 days of educational programming, community service, personal development and fun.
- Over **90 volunteers** contribute to the success of the WLC. We need the support of dedicated volunteers like you to foster a life-changing, educational, and global experience for our ambassadors.

# WHEN & WHERE IS WLC?

- The WLC will take place at Loyola University Chicago in **Chicago, Illinois, USA**.
- Ambassadors will arrive on **Saturday, July 20** and depart on **Saturday, July 27**, 2019.
- Most volunteers will be asked to arrive late afternoon/evening on **Thursday, July 18**, 2019.
  - Staff with designated earlier arrival dates will be notified of their requested arrival date when appointed to a position.
- Most volunteers will depart on **Sunday, July 28**, 2019.

# WHAT EXPENSES DOES HOBY COVER FOR VOLUNTEERS?

- For **Full-Time, Onsite** positions:
  - HOBY will cover your room and board costs and any program expenses beginning with dinner on your scheduled arrival date through breakfast on your departure date.
- For **Part-Time, Onsite** positions:
  - HOBY will cover your meal expenses while scheduled to work onsite.
  - Typically, on-campus housing is limited to the full-time, onsite volunteers and isn't provided for day volunteers or other part-time volunteers.
- Any **Virtual** volunteer will not be onsite, unless they also volunteer for an onsite position.
- All volunteers are responsible for their own travel expenses to/from the Loyola University Chicago Lakeshore Campus (including parking).

# WHO CAN APPLY TO VOLUNTEER AT THE WLC?

- We strive to select a **diverse team** of volunteers that will not only deliver a life-changing experience to the ambassadors in attendance, but will also **expand and develop** their own leadership skills.
- Many factors go into the selection of the volunteer team, including **volunteer experience, professional and educational background, succession planning, volunteer development** and, in some cases, specific **technical skills**.
- We actively work to bring **new volunteers** onto the WLC team each year, so if you applied in the past and were not selected, please don't let that discourage you from applying again.

# WHAT ARE THE REQUIREMENTS TO BE A WLC VOLUNTEER?

- In this document, you will find general **descriptions** of each volunteer position available for the WLC as well as any prerequisite skills, experience or age requirements.
- Additionally, **all** volunteers:
  - Must understand the dynamics of HOBY's programs at the state and international level.
  - Must be able to attend the WLC for the entire duration of the assigned role.
    - NOTE: "Virtual" volunteers will not be expected to be onsite.
  - Must have a clean background check (completed by HOBY).

# HOW ARE WLC VOLUNTEERS SELECTED?

- Volunteers must indicate their interest by completing the [WLC Volunteer Application](#) by the application deadline.
  - Note: There are multiple application deadlines.
- The Leadership Team will review applications. Viable applicants will hear from a member of the Leadership Team to further **discuss** their application.
- Applicants will be notified via **phone** or **e-mail** by positions' appointment dates. Applicants not selected will be notified via e-mail by March 1, 2019.

# WHAT INFORMATION DO I NEED TO APPLY?

- A list of local, WLC, ALA, and/or TI **volunteer experience**
- Ranking of up to **4 WLC positions** you are applying for
  - You do not have to select 4 positions
  - You can indicate “Willing to be considered for any role”
- Two **references** (one HOBY, one professional/educational)
- Short **essay responses** to the following questions:
  - What one skill makes you the most qualified for this position?
  - How would you describe your working style when working on a team?
  - If selected, what is the first thing you would tackle in this position?
  - In regard to volunteering at WLC, what is one skill you would like to improve upon and what is your plan for doing so?
- A current **resume** (optional)

**Note:** The application times out every 20 minutes. It is recommended that you complete these questions in a separate document and copy/paste them into the application form.



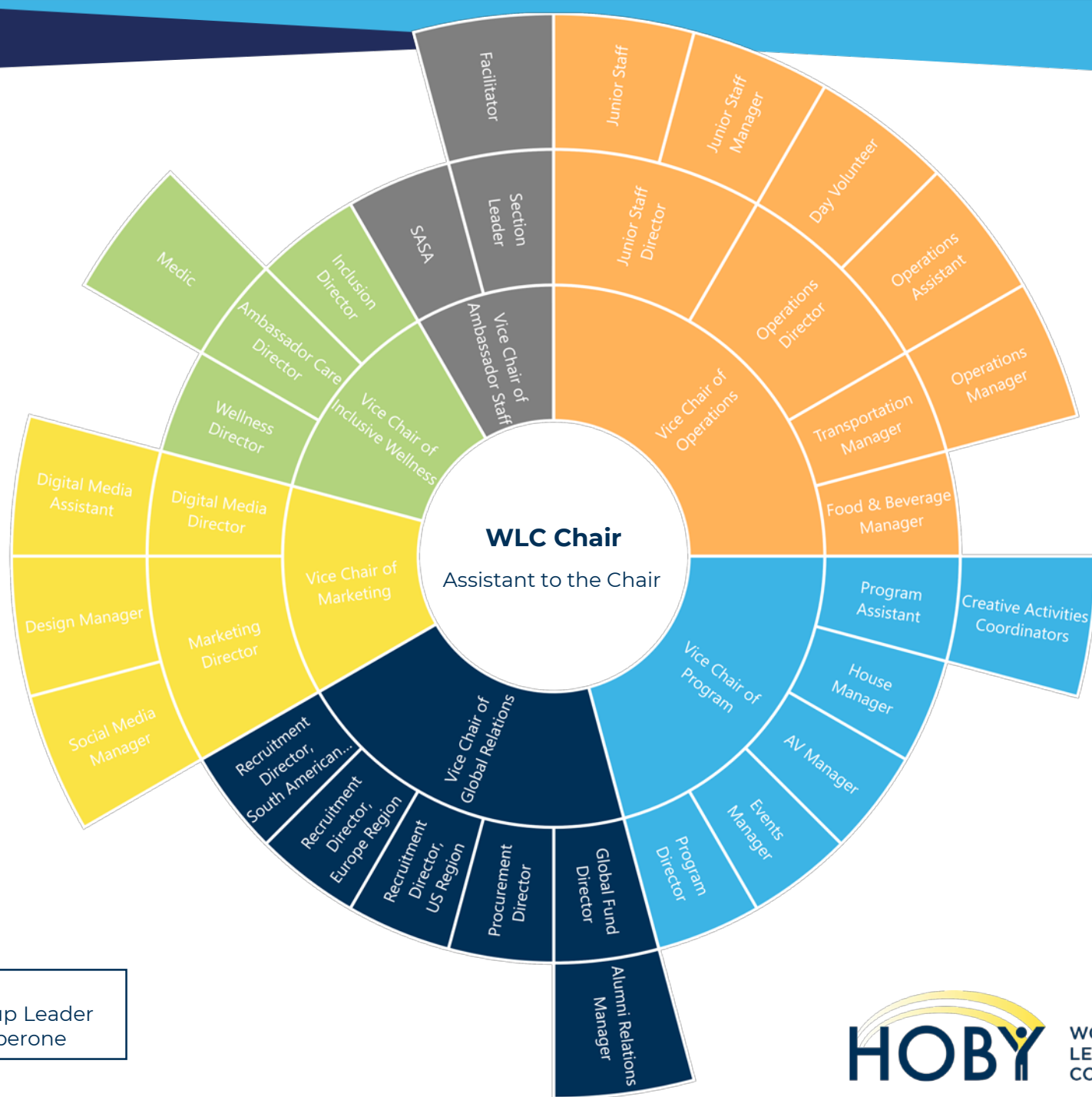
# HOW CAN I LEARN MORE?

- Join the [HOBY WLC 2019 Volunteer Interest Group](#) on Facebook
- **Leadership Team Live Video Chats (2 options):** Tuesday, November 27, 8:30-9:30pm EST and Saturday, January 12, 4:00-5:00pm EST
  - Live Q&A with the WLC Leadership Team to answer your questions about the WLC 2019!
- **Holistic Wellness Focus Group:** Wednesday, November 14, 8:30-10:00pm EST
  - Join the Vice Chair of Inclusive Wellness to explore how we can create an environment that allows for maximum physical health, mental health, spiritual health, presence, and positivity while still accomplishing programmatic goals.
- **Diversity and Inclusion Focus Group:** Tuesday, November 20, 8:30-10:00pm EST
  - Join the Vice Chair of Inclusive Wellness to explore how marginalized staff and ambassadors experience WLC given their intersections of gender, race, class, ability, nationality, worldview, and more, as well as explore short- and long-term goals for WLC staff to implement to ensure the inclusion of all members of the HOBY community.
- **Facilitator Information Session:** Sunday, January 20, 8:00-9:00pm EST
  - Join the Vice Chair of Ambassador Staff and Section Leaders to discuss what to expect if applying to facilitate at WLC 2019 including what WLC seeks in facilitator applicants, improvements to the facilitator experience, section management, and more!
- [Schedule a call](#) anytime with 2019 WLC Chair, Angie Magazino

**Note:** Details to access the calls/videos below will be posted on the WLC 2019 Volunteer Interest Facebook Group (link above).

# The 2019 WLC Organizational Chart

- The Leadership Team conducted **interviews** with past WLC volunteers to ensure that the organizational chart properly supports the goals of the WLC.
- From these interviews, the Leadership Team **modified** parts of the WLC organizational chart to set us up for **staffing success** in 2019.
- The organizational chart also has been re-shaped into a **circular model**:
  - Therefore promoting **communication** and the free flow of information between different WLC teams
  - Moving leadership to the **center**, not on top of the team, thus pivoting away from traditional top-down decision making



**Post-WLC:**

- Tour Group Leader
- Tour Chaperone

# APPLICATION DEADLINES

APPLY BY:  
DECEMBER  
1

- Section Leader
- Ambassador Care Director
- Inclusion Director
- Marketing Director
- Digital Media Director
- Junior Staff Director
- Operations Director
- Program Director
- All Recruitment Directors
- Procurement Director
- Global Fund Director

APPOINTED  
BY:  
JANUARY  
1

APPLY BY:  
JANUARY  
1

- SASA
- Design Manager
- Social Media Manager
- Operations Manager
- Junior Staff Manager
- Food & Beverage Manager
- Transportation Manager
- House Manager
- Events Manager
- Wellness Director
- Alumni Relations Manager

APPOINTED  
BY:  
FEBRUARY  
1

APPLY BY:  
FEBRUARY  
1

- Facilitator
- Medic
- Digital Media Assistant
- Junior Staff
- Operations Assistant
- Audio Visual Manager
- Program Assistant
- All Creative Activity Coordinators
- Program Protocol
- Tour Group Leader
- Tour Chaperone
- Day Volunteer

APPOINTED  
BY:  
MARCH  
1

**NOTE:** If applying for multiple positions with different deadlines, apply by the earliest deadline.

# POSITIONS BY AGE MINIMUM

Volunteers must meet the minimum age requirement by July 18, 2019.  
Applicants can apply for any position within or below their age requirement.

## 18+

- Assistant to the WLC Chair
- Procurement Director
- Design Manager
- Digital Media Assistant
- Operations Assistant
- Program Assistant
- Audio Visual Manager
- Junior Staff
- Day Volunteer

## 21+

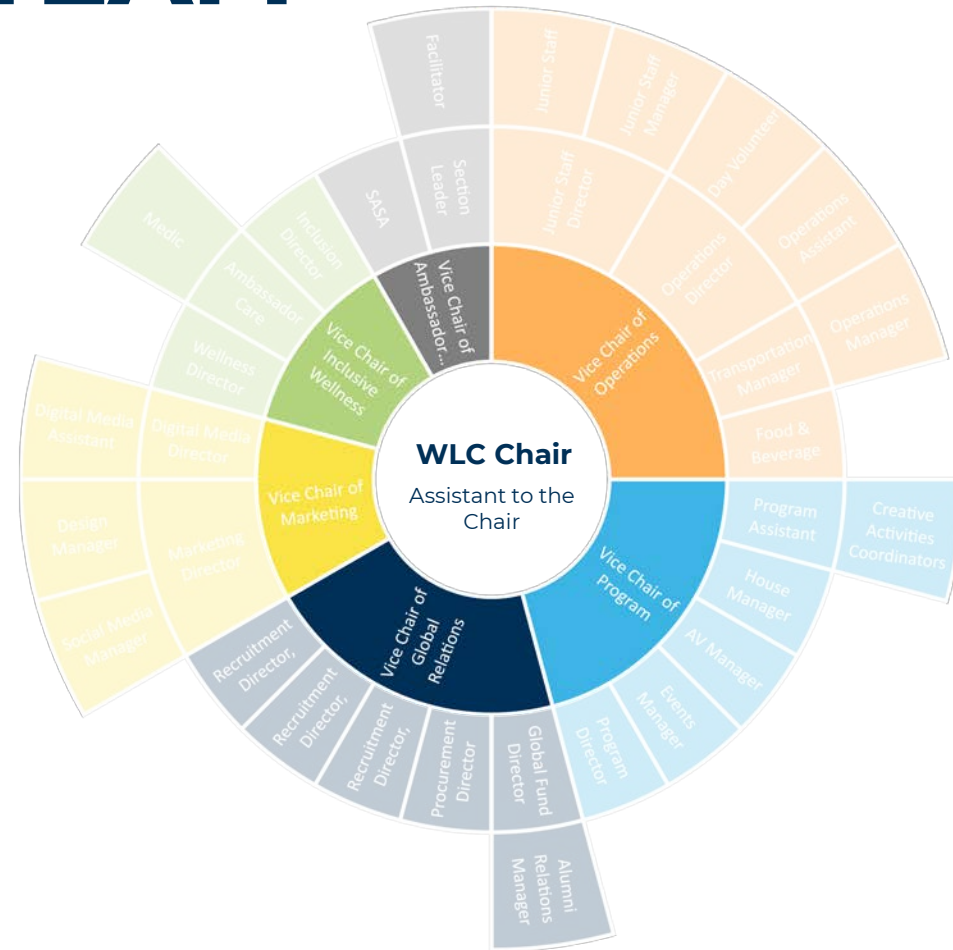
- Inclusion Director
- Ambassador Care Director
- Wellness Director
- All Recruitment Directors
- Global Fund Director
- Program Director
- Marketing Director
- Digital Media Director
- Section Leader
- SASA
- Facilitator
- Medic
- Alumni Relations Manager
- Social Media Manager
- Junior Staff Manager
- Food & Beverage Manager
- Events Manager
- House Manager
- All Creative Activity Coordinators

## 25+

- WLC Chair
- Vice Chair of Ambassador Staff
- Vice Chair of Global Relations
- Vice Chair of Inclusive Wellness
- Vice Chair of Marketing
- Vice Chair of Operations
- Vice Chair of Program
- Operations Director
- Junior Staff Director
- Transportation Manager
- Operations Manager
- Tour Group Leader
- Tour Chaperone

# LEADERSHIP TEAM

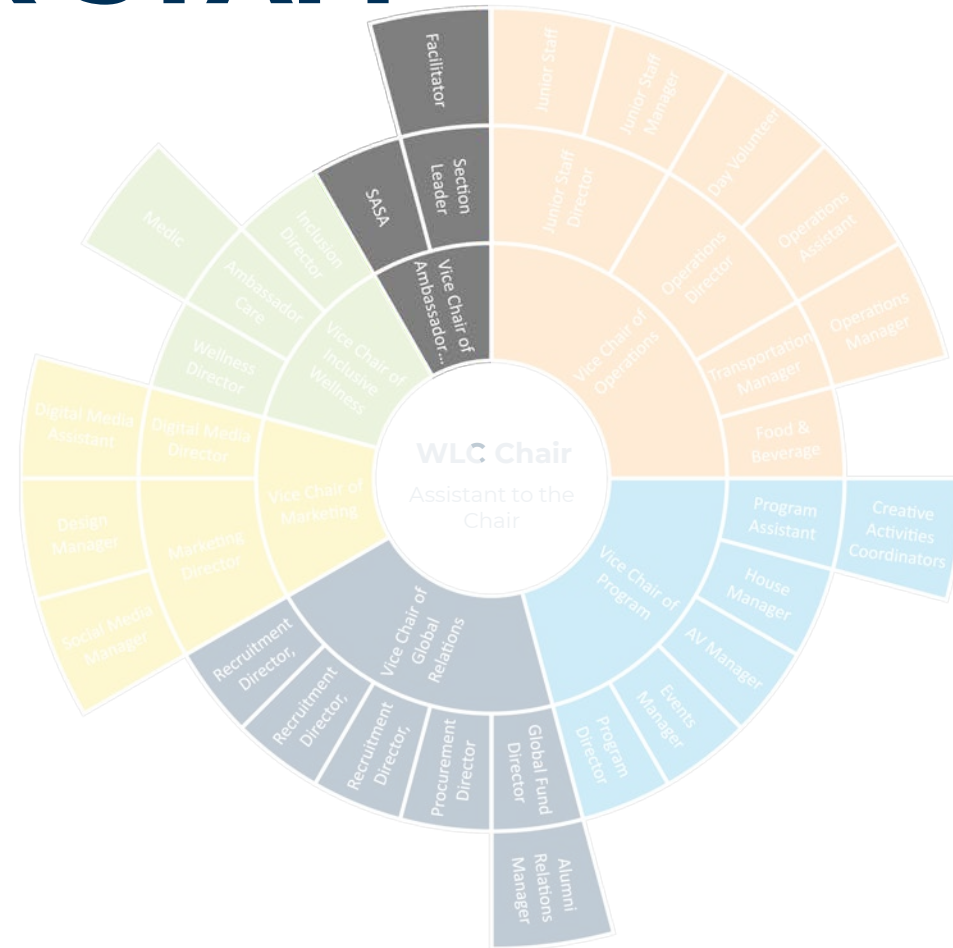
- WLC Chair
  - Assistant to the WLC Chair
  - Vice Chair of Ambassador Staff
  - Vice Chair of Global Relations
  - Vice Chair of Inclusive Wellness
  - Vice Chair of Marketing
  - Vice Chair of Operations
  - Vice Chair of Program



**NOTE:** All Leadership Team Positions for 2019 are filled.

# AMBASSADOR STAFF

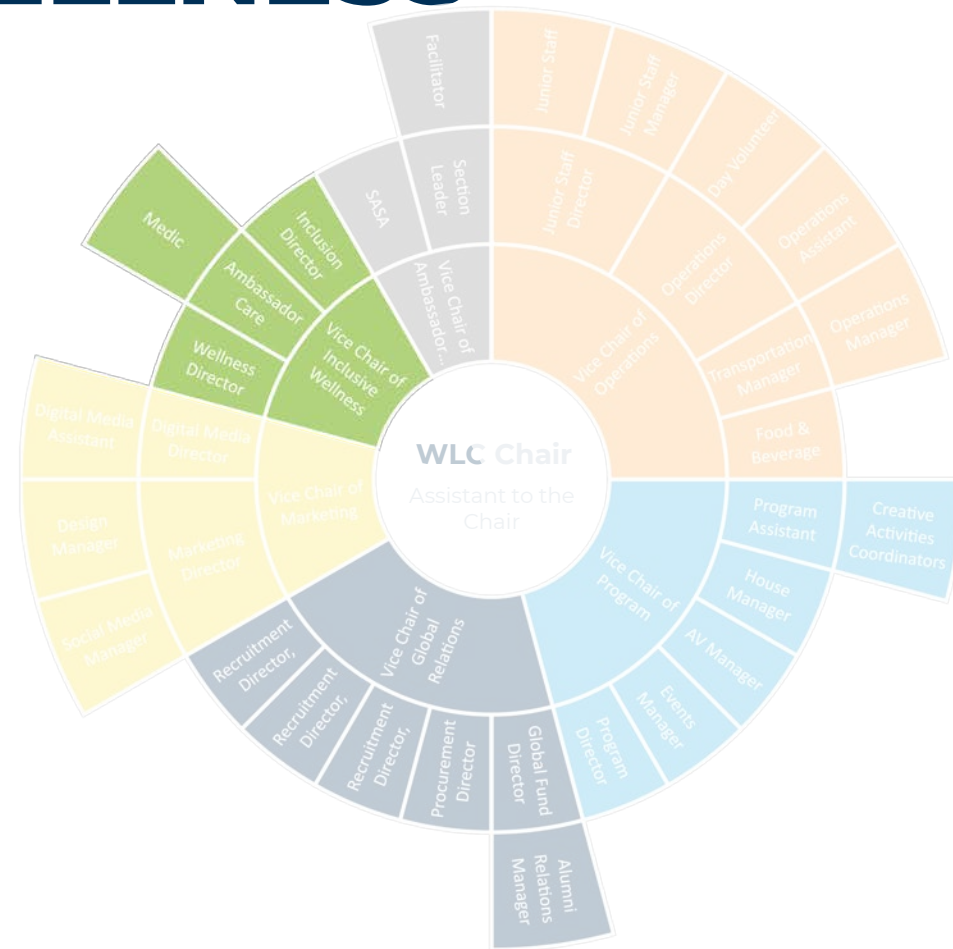
- Section Leader\*
  - Facilitator\*
- SASA



\*multiple positions available

# INCLUSIVE WELLNESS

- Inclusion Director
- Wellness Director\*
- Ambassador Care Director
  - Medic\*

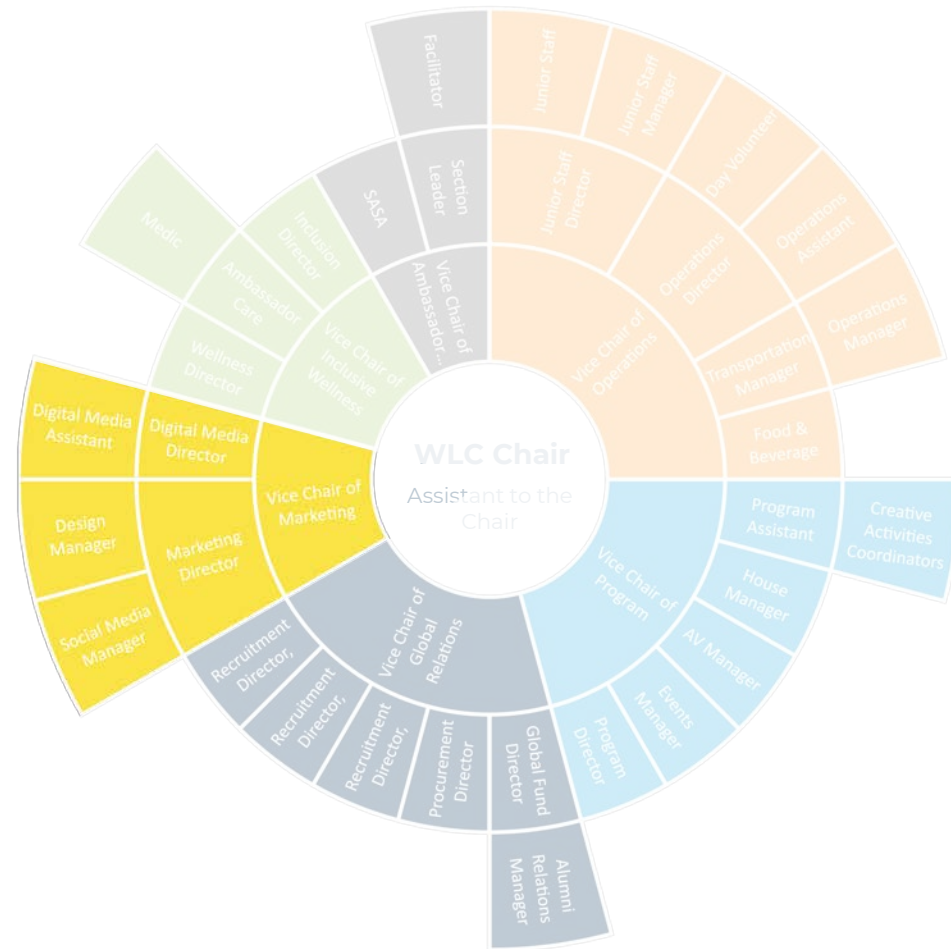


\*multiple positions available



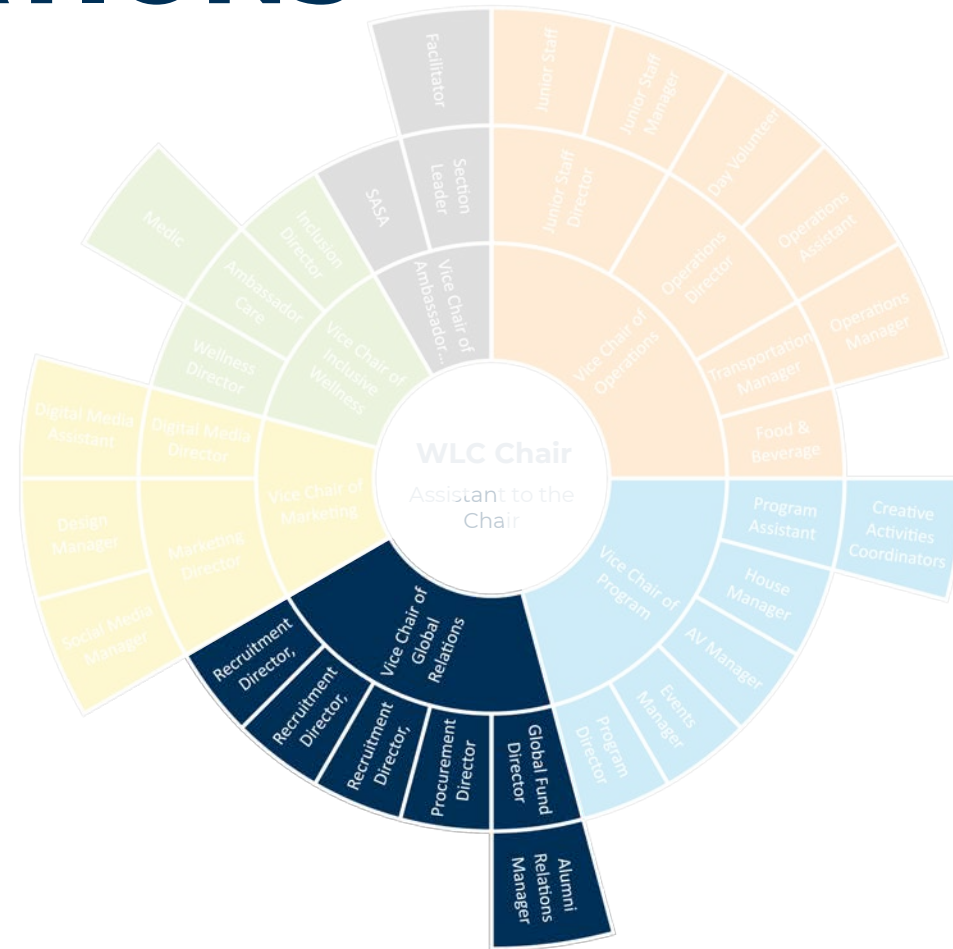
# MARKETING

- Marketing Director
- Digital Media Director
  - Digital Media Assistant
- Social Media Manager
- Design Manager



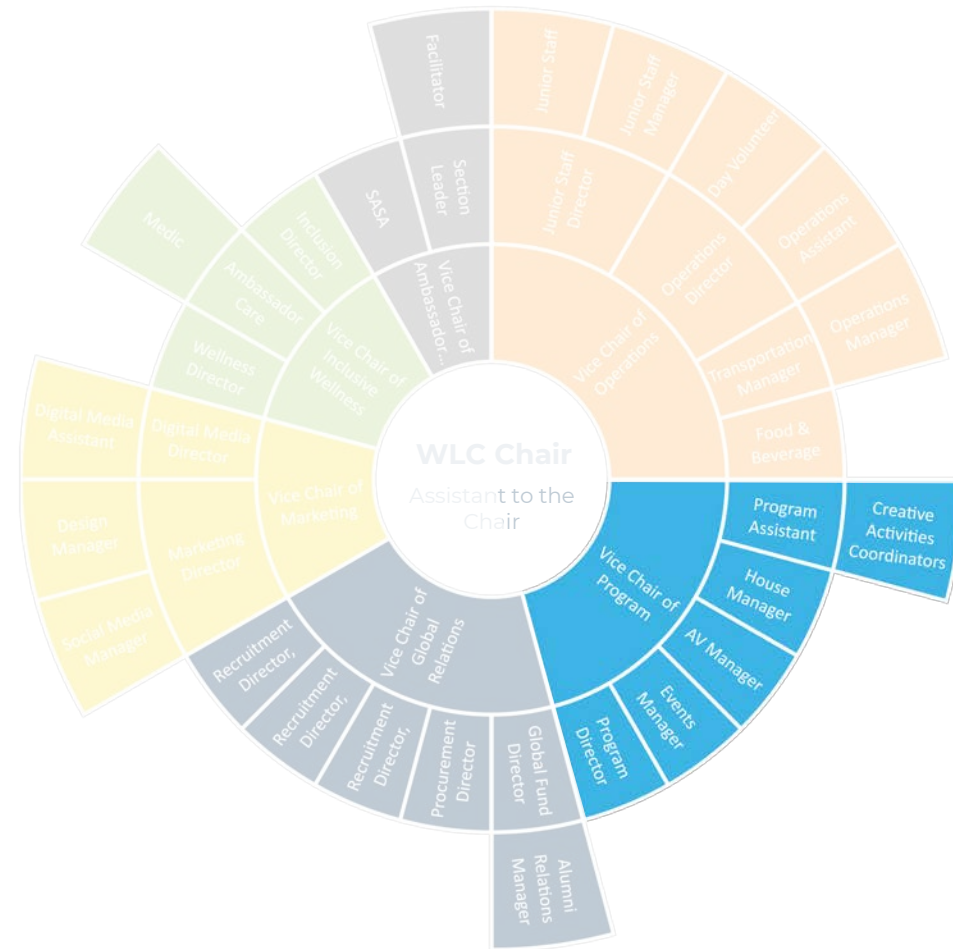
# GLOBAL RELATIONS

- Recruitment Director, South American Region
- Recruitment Director, European Region
- Recruitment Director, United States Region
- Procurement Director
- Global Fund Director
  - Alumni Relations Manager



# PROGRAM

- Program Director
  - Program Assistant
    - Creative Activities Coordinators\*
- Events Manager
- House Manager
- Audio Visual Manager



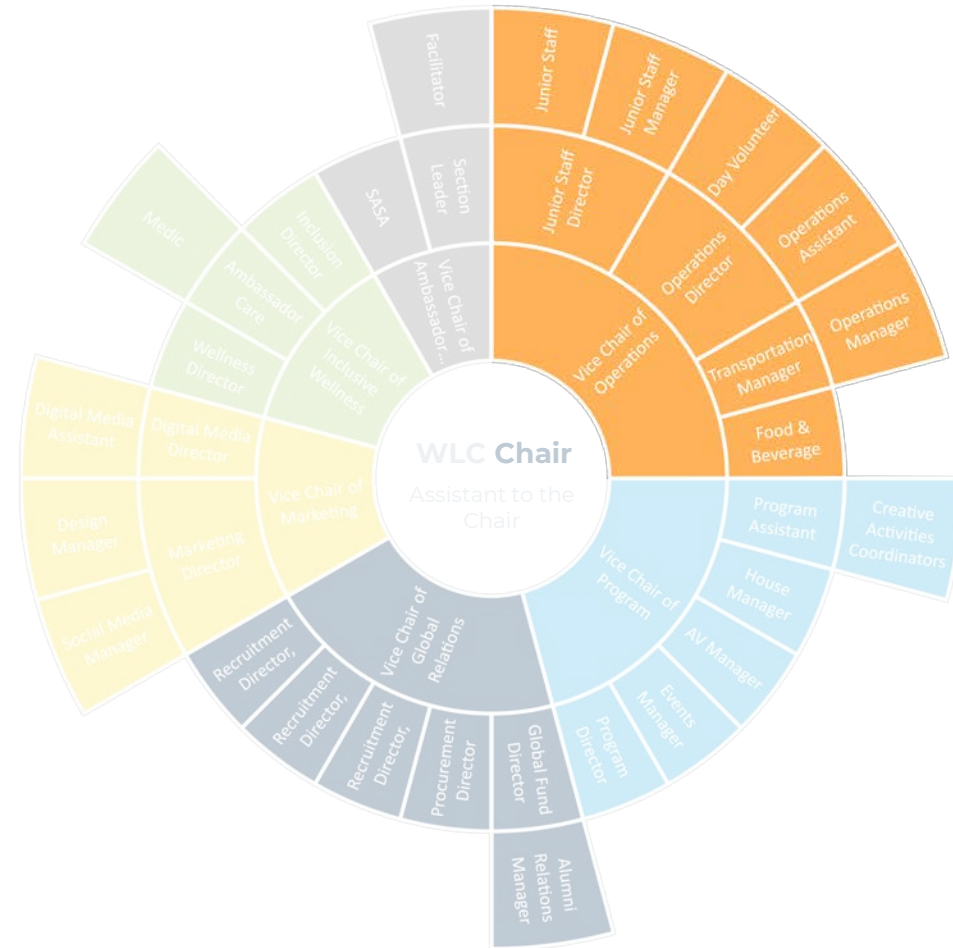
\*multiple positions available

# CREATIVE ACTIVITY COORDINATORS

- These roles will be combined with other full-time, or multiple part-time, onsite positions.
  - [Choir Coordinator](#)
  - [Instrumental Coordinator](#)
  - [Photography Coordinator](#)
  - [Art Room Coordinator](#)
  - [Storytelling Coordinator](#)
  - [Digital Coordinator](#)
  - [Creative Exploration Coordinator](#)
  - [Dance Coordinator](#)

# OPERATIONS

- Operations Director
  - Operations Assistant
- Junior Staff Director
  - Junior Staff Manager
  - Junior Staff\*
- Food & Beverage Manager
- Transportation Manager
  - Operations Manager
- Day Volunteer\*



\*multiple positions available

# POST-WLC TOUR

- Tour Group Leader
- Tour Chaperone

# LEADERSHIP TEAM

POSITION DESCRIPTIONS

# WLC CHAIR

<b>Position</b>	<b>WLC Chair</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	25 years
<b>Time</b>	20-30 hours/week pre-WLC
<b>Description</b>	As chair of HOBY's largest and longest running student leadership program, the WLC Chair coordinates and oversees the entire World Leadership Congress including the program, the WLC volunteer team, planning, preparation, and execution. There is a separate application process for this position and appointments are typically determined two years in advance.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Requires an extensive amount of advance work, onsite work, and some post-event work.</li><li>• Must be on-site for the WLC from Tuesday, July 16, 2019-Sunday, July 28, 2019.</li><li>• Oversees the entire WLC including planning, preparation, and execution of both the ambassador and volunteer experience.</li><li>• Participates in weekly meetings with the Director of International Programs.</li><li>• Plans and executes Leadership Team Meetings.</li><li>• Serves as a representative to HOBY's Field Operations and Program Committee.</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Past WLC experience as a Vice-Chair and/or Section Leader, with local HOBY Seminar/Affiliate key volunteer/leadership experience preferred.</li></ul>



# ASSISTANT TO THE WLC CHAIR

<b>Position</b>	<b>Assistant to the WLC Chair</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	18 years
<b>Time</b>	15-20 hours/week pre-WLC
<b>Description</b>	The Assistant to the WLC Chair supports the work of the Chair through helping to plan and execute the World Leadership Congress and specifically the vision and projects that the Chair takes on throughout the year.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Requires an extensive amount of advance work, onsite work, and some post-event work.</li><li>• Must be on-site for the WLC from Tuesday, July 16, 2019-Sunday, July 28, 2019.</li><li>• Assists WLC Chair as directed.</li><li>• Attends and takes notes during Leadership Team Meetings.</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Past HOBY volunteer experience.</li></ul>

# VICE CHAIR OF AMBASSADOR STAFF

Position Vice Chair of Ambassador Staff	
Location	Full-Time, Onsite
Age Minimum	25 years
Time	15-20 hours/week pre-WLC
Description	With the largest team at the WLC, the Vice Chair of Ambassador Staff must be able to recruit and coordinate 50+ volunteers. The Ambassador Staff is responsible for almost all direct ambassador contact prior to and at WLC, thus the Vice Chair must be tied heavily to the ambassador experience and what the volunteer team needs in order to support a positive and safe WLC environment.
Responsibilities	<ul style="list-style-type: none"> <li>• Requires an extensive amount of advance work, onsite work, and a limited amount of post-event work.</li> <li>• Must be on-site for the WLC from Tuesday, July 16, 2019-Sunday, July 28, 2019.</li> <li>• Attends Leadership Team Meetings.</li> <li>• Coordinates the Section Leader, SASA, and Facilitator Teams; responsible for a positive ambassador experience through effective group management and program facilitation.</li> <li>• The Ambassador Team is the front line volunteers working directly with ambassadors and as such must integrate with all other teams to effectively manage the ambassador experience.</li> <li>• Facilitates Section Leader calls prior to the WLC and Section Leader meetings at the WLC.</li> <li>• Coordinates Ambassador Staff training and Ambassador Staff meetings at the WLC.</li> </ul>
Requirements	<ul style="list-style-type: none"> <li>• Requires past WLC experience and preferably additional key volunteer experience at a HOBY State Leadership Seminar.</li> </ul>

# VICE CHAIR OF GLOBAL RELATIONS

<b>Position</b>	<b>Vice Chair of Global Relations</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	25 years
<b>Time</b>	15-20 hours/week pre-WLC
<b>Description</b>	The World Leadership Congress welcomes a new Vice Chair to the Leadership Team in 2019! The Vice Chair of Global Relations will oversee the recruitment, fundraising, and stakeholder management of the WLC. This role is focused specifically on almost all pre-seminar work, and will work exclusively with a virtual volunteer team.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Requires an extensive amount of advance work, onsite work, and a limited amount of post-event work.</li> <li>• Must be on-site for the WLC from Tuesday, July 16, 2019-Sunday, July 28, 2019.</li> <li>• Attends Leadership Team Meetings.</li> <li>• Works closely with the WLC Chair and Chief International Programs Officer to develop recruitment and fundraising strategies to enhance the WLC.</li> <li>• Recruits, coordinates, and leads a team of virtual volunteers responsible for recruiting domestic and international ambassadors to the WLC.</li> <li>• Recruits, coordinates, and leads a team of virtual volunteers responsible for fundraising for the WLC Global Fund and Gift In Kind (GIK) contributions.</li> <li>• Manages parent and family communications prior to and at the WLC, answering emails and calls regarding parent inquiries and concerns.</li> <li>• Develops and oversees WLC partnerships with organizations seeking to develop WLC in their organizations or local communities, ultimately helping strengthen partnerships with recruiting organizations and sponsors to the WLC.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Requires past WLC experience and preferably additional key volunteer experience at a HOBY State Leadership Seminar.</li> </ul>

# VICE CHAIR OF INCLUSIVE WELLNESS

<b>Position</b>	<b>Vice Chair of Inclusive Wellness</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	25 years
<b>Time</b>	15-20 hours/week pre-WLC
<b>Description</b>	In recognition of the complete wellness needs of ambassadors and volunteers at the WLC, we are excited to announce the Vice Chair of Inclusive Wellness position. This position will not only oversee the well-being of ambassadors and volunteers in regard to their physical or mental health, but also assumes the responsibility to create space for the diverse and intersecting identities of attendees to the WLC. This position will partner with other members of the Leadership Team as well as oversee the counseling and medical staff at WLC.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Requires an extensive amount of advance work, onsite work, and a limited amount of post-event work.</li> <li>• Must be on-site for the WLC from Tuesday, July 16, 2019-Sunday, July 28, 2019.</li> <li>• Attends Leadership Team Meetings.</li> <li>• Charged with the responsibility to create space for every ambassador and volunteer to show up authentically with the intersecting identities they hold and to support them as they seek an opportunity to thrive at the WLC.</li> <li>• Coordinate strategies to promote equitable representation of ambassador identities in recruitment, marketing, and the WLC program.</li> <li>• Works with members of the Leadership Team to coordinate recruitment and retention of a diverse volunteer team and provide ongoing staff training intended to develop diversity and inclusion best practices at the WLC.</li> <li>• Work with other members of the Leadership Team to ensure the event is developed in such a way that all students have the opportunity to thrive during their time at WLC.</li> <li>• Coordinates the onsite medic and counseling team and develops all safety and emergency plans as needed; monitors any situation that can impact students or volunteers.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Requires past WLC experience and preferably additional key volunteer experience at a HOBY State Leadership Seminar.</li> </ul>

# VICE CHAIR OF MARKETING

<b>Position</b>	<b>Vice Chair of Marketing</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	25 years
<b>Time</b>	15-20 hours/week pre-WLC
<b>Description</b>	The Vice Chair of Marketing oversees all marketing efforts of the WLC, including messaging regarding the recruitment of ambassadors and staff. At WLC, the Marketing team oversees all media outreach targeting audiences that include the ambassadors, staff, family, alumni, as well as any other HOBY stakeholders.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Requires an extensive amount of advance work, onsite work, and a limited amount of post-event work.</li> <li>• Must be on-site for the WLC from Tuesday, July 16, 2019-Sunday, July 28, 2019.</li> <li>• Attends Leadership Team Meetings.</li> <li>• Coordinates all of the publications, marketing outreach, social media and public relations for the WLC as well as the onsite HOBY Store.</li> <li>• Integrates with all teams as to effectively communicate important information to all stakeholders.</li> <li>• Works with the Director of International Programs to serve as a liaison with HOBY's Public Relations partners to plan an effective media plan.</li> <li>• Oversees the production of recruitment materials in coordination with the Vice Chair of Global Relations.</li> <li>• Oversees the production of the WLC program booklet, staff newsletters and pre-seminar materials, the WLC yearbook, as well as any additional media determined by the Leadership Team.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Requires past WLC experience and preferably additional key volunteer experience at a HOBY State Leadership Seminar.</li> </ul>

# VICE CHAIR OF PROGRAM

<b>Position</b>	<b>Vice Chair of Program</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	25 years
<b>Time</b>	15-20 hours/week pre-WLC
<b>Description</b>	The Vice Chair of Program at the WLC requires a significant amount of vision and creativity. Working closely with the WLC Chair and the Leadership Team, the Program position will organize the World Leadership Congress Curriculum into a life-changing experience for all involved.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Requires an extensive amount of advance work, onsite work, and a limited amount of post-event work.</li><li>• Must be on-site for the WLC from Tuesday, July 16, 2019-Sunday, July 28, 2019.</li><li>• Attends Leadership Team Meetings.</li><li>• A thorough understanding of HOBY curriculum and program development.</li><li>• Coordinates the program team; develops and executes the WLC educational program in accordance to the HOBY Leadership Curriculum.</li><li>• Integrates with other WLC teams to execute the program effectively.</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Requires past WLC experience and preferably additional key volunteer experience at a HOBY State Leadership Seminar.</li></ul>

# VICE CHAIR OF OPERATIONS

<b>Position</b>	<b>Vice Chair of Operations</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	25 years
<b>Time</b>	15-20 hours/week pre-WLC
<b>Description</b>	The Vice Chair of Operations is the logistical mastermind of the WLC. This position is responsible for ensuring that the Leadership Team develops a program and plan that is logistically responsible, then works to execute the plan in a timely and organized fashion prior to and during the WLC.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Requires an extensive amount of advance work, onsite work, and a limited amount of post-event work.</li> <li>• Must be on-site for the WLC from Tuesday, July 16, 2019-Sunday, July 28, 2019.</li> <li>• Attends Leadership Team Meetings.</li> <li>• Coordinates the operations team; executes and implements all of the operational logistics for the event.</li> <li>• Oversees all ambassador transportation to/from the WLC, housing and facilities needs during the WLC, and food and dietary needs for volunteers and ambassadors.</li> <li>• Coordinates and oversees WLC day volunteers and coordinates projects to help alleviate workload for onsite volunteers.</li> <li>• Directs a large staff of volunteers, including Team Alumni, who manage all behind-the-scenes responsibilities of executing the WLC.</li> <li>• The Operations Team integrates with all other teams to effectively manage the needs outlined in advance and serves as the primary liaison with the host facility.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Requires past WLC experience and preferably additional key volunteer experience at a HOBY State Leadership Seminar.</li> </ul>

# AMBASSADOR STAFF

POSITION DESCRIPTIONS



# SECTION LEADER

Position Section Leader	
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	21 years
<b>Time</b>	2-3 hours/week pre-WLC
<b>Description</b>	Serve as the primary liaisons between the VC of Ambassador Staff and their respective "Section Team" of facilitators and junior staff members. Section Leaders share the responsibility for creating 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.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Work with the Vice Chair of Ambassador Staff on appropriate preparation to create a facilitator culture that will provide a dynamic experience for ambassadors.</li> <li>• Review program, convey goals of program/curriculum to Section Team members.</li> <li>• Upon assignment, contacts the facilitators and junior staff within Section Team to prepare them for a positive and dynamic experience for ambassadors.</li> <li>• Regularly communicate and coordinate with facilitators and junior staff in Section Team.</li> <li>• Assume full responsibility for Section facilitators, junior staff and ambassadors.</li> <li>• Assume full responsibility for enforcing all HOBY rules and regulations.</li> <li>• Assume full responsibility for specific assignments as assigned by the Vice Chair of Ambassador Staff.</li> <li>• Address personal concerns of facilitators, junior staff, and ambassadors and provide advice and direction.</li> <li>• Assist in the facilitation of certain program elements as directed by the Vice Chair of Program and the Vice Chair of Ambassador Staff.</li> <li>• Remain at WLC for the teardown of the operation.</li> <li>• Complete evaluations of overall WLC, facilitator and junior staff team members.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Must be able to participate in monthly conference calls starting in January.</li> <li>• Must have served as a WLC Facilitator or other position, with significant leadership experience.</li> <li>• Past experiences serving as a Facilitator at local HOBY or WLC programs preferred.</li> </ul>

# FACILITATOR

Position Facilitator	
Location	Full-Time, Onsite
Age Minimum	21 years
Time	1-2 hours/week pre-WLC
Description	Facilitate the overall WLC experience for Ambassadors within their assigned groups. Facilitators directly interact with Ambassadors and are crucial to creating the appropriate culture to provide a positive WLC experience. This culture should reflect an atmosphere where HOBY Ambassadors feel encouraged to: participate freely in discussions; build upon their leadership qualities; work as a team within their Ambassador groups and Sections; and set and realize goals at the WLC and beyond.
Responsibilities	<ul style="list-style-type: none"> <li>• Learn and understand the dynamics of HOBY's programs at the state and international level.</li> <li>• Review program to understand the curricular goals of the WLC program.</li> <li>• Contact students within group to welcome them to WLC and communicate concerns/questions to Section Leader.</li> <li>• Communicate effectively with Section Leader, fellow facilitators and junior staff on Section Team.</li> <li>• Directly responsible for all Ambassadors within assigned group.</li> <li>• Facilitate ambassador group interaction upon arrival, throughout week, and at departure.</li> <li>• Enforce ambassador rules and regulations at all times.</li> <li>• Encourage group interaction on seminar topics and proper courtesy to speakers.</li> <li>• Manage concerns of assigned ambassadors, consulting Section Leader, Medics, Wellness Directors, or Vice Chairs.</li> <li>• Attend all program activities and sit with ambassadors during program and meals unless otherwise directed.</li> <li>• Facilitate daily Group Time and group sessions as provided by the schedule.</li> <li>• Ensure assigned ambassadors perform individual assignments such as thank you note writing, picture taking, banquet, etc.</li> <li>• Perform other specified duties as assigned by the Section Leader and Vice Chair of Ambassador Staff.</li> </ul>
Requirements	<ul style="list-style-type: none"> <li>• Must be able to participate in monthly conference calls starting in March.</li> <li>• Past experiences serving as a Facilitator at local HOBY programs or WLC preferred.</li> </ul>

# SASA

<b>Position</b>	<b>SASA</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	21 years
<b>Time</b>	1-2 hours/week pre-WLC
<b>Description</b>	Serves as the primary emcee of the WLC, responsible for managing transitions, keeping energy of room and directing a dynamic junior staff experience. Liaises with the leadership team to effectively manage program and junior staff involvement. Serves as a positive leadership example for the ambassador staff, junior staff, and ambassadors.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Coordinate the involvement of the junior staff team participation in ambassador-related activities.</li><li>• Responsible for keeping energy of the room at the WLC upbeat.</li><li>• Plan and organize cheer times/energizers.</li><li>• Execute transitions and communicates with other team members.</li><li>• Serve as WLC emcee.</li><li>• Coordinate transitions with Program Protocol and the Vice Chairs of Program, Operations, and Ambassador Staff.</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Organization, maturity, ability to hold the room.</li><li>• Prior experience on junior staff at WLC.</li><li>• Provide a positive leadership example for all ambassadors and staff.</li></ul>

# **INCLUSIVE WELLNESS**

POSITION DESCRIPTIONS

# INCLUSION DIRECTOR

<b>Position</b>	<b>Inclusion Director</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	21 years
<b>Time</b>	3 hours/week pre-WLC
<b>Description</b>	Facilitates opportunities for dialogue, awareness, and coalition-building that increases the diversity/inclusivity capacities of WLC programming and interpersonal culture. Provides opportunities for pre-, during-, and post-WLC education about intersectional perspectives of leadership development and social change. Works collaboratively with the Inclusive Wellness team to support healthy environments for learning and growing.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Coordinating opportunities for dialogue, awareness, and coalition-building that increases the inclusive capacities of WLC programming and interpersonal culture.</li><li>• Providing opportunities for pre-, during-, and post-WLC education about intersectional perspectives of leadership development and social change.</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Public speaking skills</li><li>• Facilitation skills</li><li>• Project management abilities</li><li>• Knowledge/language of social justice concepts</li></ul>

# AMBASSADOR CARE DIRECTOR

<b>Position</b>	<b>Ambassador Care Director</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	21 years
<b>Time</b>	3 hours/week pre-WLC
<b>Description</b>	Facilitates overall coordination of holistic care services for ambassadors' physical and mental health needs. Includes pre-seminar communication with ambassadors to create individualized seminar care plans if necessary. Coordinates collection/disbursement of ambassador medication and ongoing seminar accommodations when needed. Serves as a medic when appropriate. Collaborates with Inclusive Wellness team to determine appropriate holistic wellness interventions.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Coordinating collection/disbursement of ambassador medication.</li><li>• Communicating with ambassador staff pertaining to ambassador medical needs.</li><li>• Serving as a medic, including rotating on-call night shifts.</li><li>• Working with parents/guardians to create ambassador wellness plan.</li><li>• Collaborating with Inclusive Wellness team to determine appropriate interventions.</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Verbal and written communication skills</li><li>• Holistic care strategies</li><li>• Collaborative team skills</li><li>• Certified medic</li></ul>

# WELLNESS DIRECTOR

<b>Position</b>	<b>Wellness Director</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	21 years
<b>Time</b>	3 hours/week pre-WLC
<b>Description</b>	Facilitates treatment services for ambassadors and staff ranging from acute, one-time counseling needs to ongoing care throughout the week. Creates and implements activities, interventions, and acts of service to support the wellness of all members of the WLC community. Works collaboratively with the Inclusive Wellness team to support healthy environments for learning and growing.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Coordinating support services to ambassadors and staff ranging from acute, one-time incidents to ongoing care throughout the week.</li><li>• Collaborating with Inclusive Wellness team to implement overall wellness activities, interventions, and acts of service.</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Facilitation skills</li><li>• Helping skills</li><li>• Active listener</li><li>• Knowledge of the language of holistic wellness</li><li>• Formal counseling certification or experience in helping professions/helping roles required</li></ul>

# MEDIC

<b>Position</b>	<b>Medic</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	21 years
<b>Time</b>	limited pre-WLC work
<b>Description</b>	Treats ambassador physical health needs from one-time, acute incidents to ongoing medical care throughout seminar. Supports collection/disbursement of ambassador medication. Communicates with ambassador staff to address ambassador medical needs. Reports relevant information to Ambassador Care Coordinator for parent/guardian communication as needed. Collaborates with Inclusive Wellness team to determine appropriate holistic wellness interventions.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Serving as a medic, including rotating on-call night shifts.</li> <li>• Coordinating collection/disbursement of ambassador medication.</li> <li>• Communicating with ambassador staff pertaining to ambassador medical needs.</li> <li>• Collaborating with Inclusive Wellness team to determine appropriate interventions.</li> <li>• Reporting relevant information to Ambassador Care Coordinator for parent/guardian communication.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Knowledge of appropriate medical interventions</li> <li>• Verbal and written communication skills</li> <li>• Holistic care strategies</li> <li>• Certified medic</li> </ul>



# MARKETING

## POSITION DESCRIPTIONS

# MARKETING DIRECTOR

<b>Position</b>	<b>Marketing Director</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	21 years
<b>Time</b>	5-10 hours/week pre-WLC
<b>Description</b>	Supports the Vice Chair and leads the marketing team with the development of newsletters, program book, yearbook, social media graphics, HOBY Store Materials and any other collateral materials for the overall branding of the WLC. Requires significant advance work and knowledge of appropriate design software. May be asked to submit sample work.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Develops program book, yearbook, social media graphics, and collateral materials for overall branding of the WLC</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Well-versed in the Adobe Suite and design skills with an understanding of digital marketing needs</li></ul>

# DIGITAL MEDIA DIRECTOR

<b>Position</b>	<b>Digital Media Director</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	21 years
<b>Time</b>	limited pre-WLC work, some post editing and media packaging
<b>Description</b>	Serves as the official photographer and videographer throughout the WLC. Must provide own equipment, professional experience desired. Must provide a final collection of materials containing all photo/video documentation to the Chief International Programs Officer prior to departing WLC.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Daily curation of images at WLC to post on social media</li><li>• Creation of digital media expression to be shown at Closing Banquet</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• HOBY volunteer experience preferred</li><li>• Possesses and provides professional equipment for the duration of WLC</li><li>• Versed in photo editing and can turn content around quickly</li></ul>

# DIGITAL MEDIA ASSISTANT

<b>Position</b>	<b>Digital Media Assistant</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	18 years
<b>Time</b>	limited pre-WLC work, some post editing and media packaging
<b>Description</b>	Support the Marketing team and especially the Digital Media Director during the event. Should be familiar with professional quality equipment, including editing software. May be asked to submit sample work.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Coordinates imagery to be used by the Marketing Director and Design Manager in marketing collateral</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• HOBY volunteer experience preferred</li><li>• Willingness to learn and support the Digital Media Director</li></ul>

# SOCIAL MEDIA MANAGER

<b>Position</b>	<b>Social Media Manager</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	21 years
<b>Time</b>	5-10 hours/week pre-WLC
<b>Description</b>	Works with all teams to orchestrate and implement an effective social media presence prior to and during the event. Requires a strong working knowledge of social media and effective communication strategies to build critical mass and engagement through the various platforms and channels.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Curates an effective and meaningful social media presence to support on-site ambassadors and volunteers while including and encouraging engagement of past volunteers and alumni</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Thorough understanding of all social media channels and the difference in audiences with whom we are communicating per platform</li></ul>

# DESIGN MANAGER

<b>Position</b>	<b>Design Manager</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	18 years
<b>Time</b>	5-10 hours/week pre-WLC
<b>Description</b>	Supports the Vice Chair and Marketing Director with the development of newsletters, program book, yearbook, social media graphics, HOBY Store Materials and any other collateral materials for the overall branding of the WLC. Runs HOBY Store on site at WLC. Requires significant advance work and knowledge of appropriate design software. May be asked to submit sample work.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Supports the development of the program book, yearbook, social media graphics and runs the HOBY Store while on site</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Well-versed in the Adobe Suite and design skills, with some retail knowledge or experience</li></ul>

# GLOBAL RELATIONS

POSITION DESCRIPTIONS

# RECRUITMENT DIRECTOR, SOUTH AMERICAN REGION

<b>Position</b>	<b>Recruitment Director, South American Region</b>
<b>Location</b>	Virtual
<b>Age Minimum</b>	21 years
<b>Time</b>	1 hour/week pre-WLC
<b>Description</b>	Works with VC of Global Relations to develop and execute recruitment strategies for eligible students from countries throughout South America.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assists VC of Global Relations to build database of schools and contacts within designated region and works to learn needs of students within the region.</li> <li>• Identifies recruitment audiences, manages communications with recruitment audiences, delivers consistent and current messaging about the WLC experience, and secures a target number of registrations from designated recruitment region.</li> <li>• Also communicates with Global Fund Director regarding scholarship needs of hopeful WLC ambassadors.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Should have great communication skills, be very organized, and be passionate about understanding the stories of our recruitment audiences.</li> <li>• Must have attended or previously been on staff at WLC.</li> <li>• Previous recruitment experience or bilingual abilities a plus.</li> </ul>



# RECRUITMENT DIRECTOR, EUROPEAN REGION

<b>Position</b>	<b>Recruitment Director, European Region</b>
<b>Location</b>	Virtual
<b>Age Minimum</b>	21 years
<b>Time</b>	1 hour/week pre-WLC
<b>Description</b>	Works with VC of Global Relations to develop and execute recruitment strategies for eligible students from countries throughout South America.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Assists VC of Global Relations to build database of schools and contacts within designated region and works to learn needs of students within the region.</li><li>• Identifies recruitment audiences, manages communications with recruitment audiences, delivers consistent and current messaging about the WLC experience, and secures a target number of registrations from designated recruitment region.</li><li>• Also communicates with Global Fund Director regarding scholarship needs of hopeful WLC ambassadors.</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Should have great communication skills, be very organized, and be passionate about understanding the stories of our recruitment audiences.</li><li>• Must have attended or previously been on staff at WLC.</li><li>• Previous recruitment experience or bilingual abilities a plus.</li></ul>

# RECRUITMENT DIRECTOR, US REGION

<b>Position</b>	<b>Recruitment Director, US Region</b>
<b>Location</b>	Virtual
<b>Age Minimum</b>	21 years
<b>Time</b>	1 hour/week pre-WLC
<b>Description</b>	Works with VC of Global Relations to develop and execute recruitment strategies for eligible HOBY ambassadors from the United States.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Identifies recruitment audiences, manages communications with recruitment audiences, delivers consistent and current messaging about the WLC experience, and secures a target number of registrations from both 2018 HOBY Alumni and incoming 2019 ambassadors.</li><li>• Also communicates with Global Fund Director regarding scholarship needs of hopeful WLC ambassadors.</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Should have great communication skills, be very organized, and be passionate about understanding the stories of our recruitment audiences.</li><li>• Must have attended or previously been on staff at WLC.</li><li>• Previous recruitment experience a plus.</li></ul>

# PROCUREMENT DIRECTOR

<b>Position</b>	<b>Procurement Director</b>
<b>Location</b>	Virtual
<b>Age Minimum</b>	18 years
<b>Time</b>	1-2 hours/week pre-WLC
<b>Description</b>	Determines potential gift-in-kind items for all WLC teams and works to secure those donations. Also works with Global Fund Director to seek potential corporate partners as primary agents for the Global Scholarship Fund.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Develops cost reduction initiatives by reviewing expected WLC budget and identifying opportunities for in-kind donations and/or discounted goods and services, manages communications with potential donors, creates meaningful gratitude opportunities for Gift-In-Kind Donors.</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Should have great communication skills, be very organized, be able to think creatively about securing donations.</li><li>• Must have attended or previously been on staff at WLC.</li><li>• Previous procurement experience preferred.</li></ul>

# GLOBAL FUND DIRECTOR

<b>Position</b>	<b>Global Fund Director</b>
<b>Location</b>	Virtual
<b>Age Minimum</b>	21 years
<b>Time</b>	1-2 hours/week pre-WLC
<b>Description</b>	Develops and implements fundraising strategies in support of the WLC Global Scholarship Fund, which provides scholarship dollars to hopeful WLC ambassadors from around the world.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Develops plans for 2-3 large-scale Global Scholarship fundraising campaigns, works to identify potential corporate sponsors for ambassador sponsorships, and creates meaningful gratitude experiences for Global Fund supporters.</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Should have great communication skills, be very organized, be able to think creatively about fundraising.</li><li>• Must have attended or previously been on staff at WLC.</li><li>• Previous fund development experience preferred.</li></ul>

# ALUMNI RELATIONS MANAGER

<b>Position</b>	<b>Alumni Relations Manager</b>
<b>Location</b>	Virtual
<b>Age Minimum</b>	21 years
<b>Time</b>	1-2 hours/week pre-WLC
<b>Description</b>	Supports efforts of the Global Fund Director and Procurement Director by identifying a committee of HOBY Alumni who create a network for sourcing GIK and scholarship opportunities.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Identifies individuals within the HOBY Alumni network as potential supporters of the Global Fund or Procurement efforts, manages communications with identified alumni, and builds relationships with individuals and accompanying corporations/organizations in support of WLC needs.</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Should have great communication skills, be very organized, and enjoy building relationships.</li><li>• Must have attended or previously been on staff at WLC.</li><li>• Previous experience overseeing a committee preferred.</li></ul>

# PROGRAM

POSITION DESCRIPTIONS

# PROGRAM DIRECTOR

<b>Position</b>	<b>Program Director</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	21 years
<b>Time</b>	7 hours/week pre-WLC
<b>Description</b>	Collaborates on program assembly. Specializes in generating and refining program materials to support internal curriculum goals and/or scaffold for our outside speaker and organizations. Looks for new and exciting ways to elevate and accentuate the HOBY program through thoughtful partnerships.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Creating 'in-house' WLC programming</li><li>• Generating WLC programming paperwork</li><li>• Generating training material</li><li>• Facilitator trainer</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Project management skills</li><li>• Familiarity with curriculum development and implementation</li></ul>

# EVENTS MANAGER

<b>Position</b>	<b>Events Manager</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	21 years
<b>Time</b>	6 hours/week pre-WLC
<b>Description</b>	Collaborates on program assembly. Specializes in the planning and execution of iconic program events included, but not limited to Service Events, Block Party, Global Showcases, and Off-Site Excursions.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Plan and execute iconic WLC events</li><li>• Completes other duties as assigned.</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Event management skills</li><li>• Project management skills</li></ul>



# HOUSE MANAGER

<b>Position</b>	<b>House Manager</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	21 years
<b>Time</b>	6 hours/week pre-WLC
<b>Description</b>	Collaborates on program assembly. Pre-seminar this team member specializes in recruiting outside voices from individuals and organizations. While onsite this team member serves as a house manager works in coordination with SASA (emcee), the Director of Junior Staff, and Vice Chairs to conduct all transitions and ambassador movement.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Recruiting speakers/presenters for the WLC</li><li>• Manage all WLC movements in coordination with SASA and Vice Chairs</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Strong communication skills</li><li>• Trouble-shooting abilities</li><li>• Patience and organization are a plus</li></ul>

# AUDIO VISUAL MANAGER

<b>Position</b>	<b>Audio Visual Manager</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	18 years
<b>Time</b>	2 hours/week pre-WLC
<b>Description</b>	Works pre-seminar with the operations team, our host university, and/or outside vendors as appropriate to ensure our AV needs are met.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• AV planning, execution, and strike</li><li>• Checks room setups</li><li>• Executes AV for WLC</li><li>• Coordinates any gear returns/strike as necessary</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Ability to set up and run small sound systems and projectors</li><li>• General knowledge of AV</li><li>• Cool under pressure</li><li>• Sick playlists a plus</li></ul>

# PROGRAM ASSISTANT

<b>Position</b>	<b>Program Assistant</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	18 years
<b>Time</b>	4 hours/week pre-WLC
<b>Description</b>	Collaborates on program assembly. Specializes in Creative Activities planning and overall program accessibility. Supports other program team members on major pre-seminar projects. Serves as a program generalist onsite, frequently assisting AV, supporting creative activity execution, and reinforcing other team members.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Coordinates staff and execution of Creative Activities</li><li>• Supporting the Program team as assigned</li><li>• Other duties as assigned.</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Project management skills</li></ul>

# CHOIR COORDINATOR

<b>Position</b>	<b>Choir Coordinator</b>
<b>Location</b>	Part-Time, Onsite; will be combined with another FT Onsite position
<b>Age Minimum</b>	21 years
<b>Time</b>	limited pre-WLC work
<b>Description</b>	Prepares a large ambassador choir to perform 2 songs. Leads the ambassador choir through a week of engaging choral workshops to provide a creative outlet and new context for leadership development.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Lead and supervise choir</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Experience leading choirs</li></ul>

# INSTRUMENTAL COORDINATOR

<b>Position</b>	<b>Instrumental Coordinator</b>
<b>Location</b>	Part-Time, Onsite; will be combined with another FT Onsite position
<b>Age Minimum</b>	21 years
<b>Time</b>	limited pre-WLC work
<b>Description</b>	Prepares a mid-sized ambassador ensemble to perform 2 songs. Leads the ambassador through a week of engaging jam sessions and musical workshops to provide a creative outlet and new context for leadership development.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Lead and supervise musicians</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Experience leading a variety of musical ensembles</li></ul>

# PHOTOGRAPHY COORDINATOR

<b>Position</b>	<b>Photography Coordinator</b>
<b>Location</b>	Part-Time, Onsite; will be combined with another FT Onsite position
<b>Age Minimum</b>	21 years
<b>Time</b>	limited pre-WLC work,
<b>Description</b>	Prepares a small cohort of ambassador photographers to exhibit 2 prints in a gallery walk. Leads the ambassador through a week of engaging photo camp workshops to provide a creative outlet and new context for leadership development.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Lead and supervise photographers</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Experience teaching photography</li></ul>

# ART ROOM COORDINATOR

<b>Position</b>	<b>Art Room Coordinator</b>
<b>Location</b>	Part-Time, Onsite; will be combined with another FT Onsite position
<b>Age Minimum</b>	21 years
<b>Time</b>	limited pre-WLC work
<b>Description</b>	Prepares a mid-sized ambassador ensemble to exhibit their artwork. Leads the ambassador through a week of engaging, supportive creative workspace to provide a creative outlet and new context for leadership development.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Lead and supervise artists</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Experience leading art projects</li></ul>

# STORYTELLING COORDINATOR

<b>Position</b>	<b>Storytelling Coordinator</b>
<b>Location</b>	Part-Time, Onsite; will be combined with another FT Onsite position
<b>Age Minimum</b>	21 years
<b>Time</b>	limited pre-WLC work
<b>Description</b>	Prepares a small cohort of ambassador storytellers to bring their stories through to completion in the medium of their choice (poetry, short story, scene work, graphic comics, slam poetry, etc.). Leads the ambassador through a week of engaging, supportive creative workspace to provide a creative outlet and new context for leadership development.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Lead and supervise storytellers</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Experience editing a variety of mediums</li></ul>



# DIGITAL COORDINATOR

<b>Position</b>	<b>Digital Coordinator</b>
<b>Location</b>	Part-Time, Onsite; will be combined with another FT Onsite position
<b>Age Minimum</b>	21 years
<b>Time</b>	limited pre-WLC work
<b>Description</b>	Prepares a small cohort of ambassador digital designers to have a hackathon/develop website/app. Leads the ambassador through a week of engaging, supportive creative work to provide a creative outlet and new context for leadership development.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Lead and supervise digital designers</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Experience with Swift</li></ul>

# CREATIVE EXPLORATION COORDINATOR

<b>Position</b>	<b>Creative Exploration Coordinator</b>
<b>Location</b>	Part-Time, Onsite; will be combined with another FT Onsite position
<b>Age Minimum</b>	21 years
<b>Time</b>	limited pre-WLC work
<b>Description</b>	Prepares a small cohort of ambassador to reflect critically on the role of creativity and artistic expression in various contexts and societies. Leads the ambassador through a week of thoughtful, engaging cultural and art historical exploration to provide new context for leadership development.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Lead and supervise art historians</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Experience with leading art historical discussions</li></ul>

# DANCE COORDINATOR

<b>Position</b>	<b>Dance Coordinator</b>
<b>Location</b>	Part-Time, Onsite; will be combined with another FT Onsite position
<b>Age Minimum</b>	21 years
<b>Time</b>	limited pre-WLC work
<b>Description</b>	Prepares a small cohort of ambassador dancers to perform in choreographed dance at banquet. Leads the ambassador through a week of dancing workshops to provide a creative outlet and new context for leadership development.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Lead and supervise dancers</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Experience teaching dance</li></ul>

# OPERATIONS

POSITION DESCRIPTIONS

# OPERATIONS DIRECTOR

<b>Position</b>	<b>Operations Director</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	25 years
<b>Time</b>	6 hours/week pre-WLC
<b>Description</b>	Work directly with Vice Chair of Operations to support all duties of the Operations team, including significant pre-seminar coordination regarding housing and facilities, the WLC banquet, and overall operational logistics.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Coordinates and manages the responsibilities and assigned tasks for the Operations Assistant and Day Volunteers, serves as the primary liaison for housing and facilities needs with host site, serves as the primary liaison for banquet facilities and operations, coordinates day-of logistics for the WLC banquet.</li><li>• Supports the Vice Chair of Operations in pre-, at-, and post-seminar responsibilities.</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Significant operational and/or logistics experience in volunteer, HOBY or professional environment.</li><li>• Strong delegation and communication skills.</li><li>• Proactive and positive team player.</li></ul>

# JUNIOR STAFF DIRECTOR

<b>Position</b>	<b>Junior Staff Director</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	25 years
<b>Time</b>	4 hours/week pre-WLC
<b>Description</b>	Serve as the primary liaison between the Vice Chair team and the Junior Staff Manager/Junior Staff team. Ensures that the Junior Staff supports the overall functionality and culture of the WLC by completing specific operational tasks and engaging ambassadors as peers and mentors.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Work cross-functionally across various areas of the WLC to ensure all Ambassador Staff, Operations and other teams are supported, create and manage the priorities and schedule of the Junior Staff, and building a cohesive Junior Staff team.</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Exceptional communication and organizational skills.</li><li>• Experience leading large teams at HOBY or in professional settings.</li></ul>

# JUNIOR STAFF MANAGER

<b>Position</b>	<b>Junior Staff Manager</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	21 years
<b>Time</b>	3 hours/week pre-WLC
<b>Description</b>	Directly supports the Junior Staff Director and helps ensure that the Junior Staff supports the overall functionality and culture of the WLC by completing specific operational tasks and engaging ambassadors as peers and mentors.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Support the Junior Staff Director in all areas including managing Junior Staff as a whole, building a cohesive Junior Staff team, and planning and participating in the execution of key Junior Staff tasks.</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Exceptional communication and organizational skills.</li></ul>

# FOOD & BEVERAGE MANAGER

<b>Position</b>	<b>Food &amp; Beverage Manager</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	21 years
<b>Time</b>	3 hours/week pre-WLC
<b>Description</b>	Supports all dietary accommodations for WLC staff and ambassadors.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Manage all needs related to food and beverage including dietary restrictions, special meal accommodations and other various needs for staff and ambassadors.</li><li>• Works directly with host site's dining services vendor as well as other vendors for off-site and special meal needs.</li><li>• May need to identify and travel to off-site locations to acquire special meals.</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Reasonable knowledge base of dietary restrictions and strong desire to learn and understand the food sensitivities of individuals.</li><li>• Creative problem-solving skills.</li><li>• Focused and thorough, especially when it comes to the health and safety of others.</li></ul>



# TRANSPORTATION MANAGER

<b>Position</b>	<b>Transportation Manager</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	25 years
<b>Time</b>	3 hours/week pre-WLC
<b>Description</b>	Coordinates and oversees all major movements of the WLC, ensuring that all staff and ambassadors arrive safely to their destination.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Coordinates and executes arrival and departure day.</li><li>• Manage all aspects of transportation for staff and ambassadors (train, buses, rental car) throughout the week, including securing vendors, tickets, and more.</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Possesses ability to balance multiple projects at once.</li><li>• Balances high-volume projects through strong organization and communication skills.</li></ul>

# OPERATIONS MANAGER

<b>Position</b>	<b>Operations Manager</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	25 years
<b>Time</b>	2 hours/week pre-WLC
<b>Description</b>	Work directly with the Operations and Transportation Directors to support the Operations team, with a specific focus on IT management and individual transportation movements.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Support all IT and technology needs such as building a WLC database, sourcing printer vendor, sourcing and managing radios, and working with our host institution on Wi-Fi.</li><li>• Serves as the first choice to drive the WLC rental car for airport runs, procurement, and staff movements.</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Familiarity with tech support/troubleshooting</li><li>• Basic or advanced Excel skills.</li><li>• Valid US drivers license.</li></ul>

# JUNIOR STAFF

<b>Position</b>	<b>Junior Staff</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	18 years
<b>Time</b>	1 hour/week pre-WLC
<b>Description</b>	Supports the overall functionality and culture of the WLC by completing specific operational tasks and engaging ambassadors as peers and mentors. The Junior Staff supports all parts of the seminar by helping teams execute the program, make critical operational movements, and connect with ambassadors on multiple levels. Reporting to the Junior Staff Director and Manager, participants of the Junior Staff will also be assigned a WLC section color/letter and will support section leaders and group facilitators in creating a meaningful and memorable WLC experience for ambassadors within their section.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Works cross-functionally to support programmatic, operational, and ambassador staff goals including, but not limited to: leading ambassador cheers, creating HOBY hugs to raise funds for ambassador scholarships (pre-seminar), assisting with all movements across campus/off-site, setting up/tearing down facilities, collaborating with SASA on stage management, supporting Section Leaders and group Facilitators, and building relationships with ambassadors at the WLC.</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Past HOBY volunteer experience.</li><li>• Organization, maturity, communication.</li><li>• Provides a positive leadership example for all ambassadors and staff.</li></ul>

# OPERATIONS ASSISTANT

<b>Position</b>	<b>Operations Assistant</b>
<b>Location</b>	Full-Time, Onsite
<b>Age Minimum</b>	18 years
<b>Time</b>	3 hours/week pre-WLC
<b>Description</b>	Work directly with Vice Chair of Operations and the Operations Director to support all duties of the Operations team.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Support the Operations team in various areas including managing schedule, flat sheet, calendars and communications out to the larger WLC staff.</li><li>• Oversees the procurement and storage of WLC supplies.</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Organization and communication skills.</li><li>• Proactive team player.</li></ul>

# DAY VOLUNTEER

<b>Position</b>	<b>Day Volunteer</b>
<b>Location</b>	Part-Time, Onsite
<b>Age Minimum</b>	18 years
<b>Time</b>	0 hours/week pre-WLC
<b>Description</b>	Multiple volunteers may be named for this position depending on need. HOBY volunteer experience preferred, but not required. On-site days can be selected by volunteer based upon availability.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Complete specific operational tasks to support the execution of the WLC program.</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• No previous HOBY or WLC experience required.</li><li>• Must still meet basic requirements of a HOBY volunteer.</li></ul>

# POST-WLC TOUR

# TOUR GROUP LEADER

<b>Position</b>	<b>Tour Group Leader</b>
<b>Location</b>	Part-Time, Onsite
<b>Age Minimum</b>	25 years
<b>Time</b>	limited pre-WLC work
<b>Description</b>	The Post WLC Tour Team will participate in activities throughout Chicago with tour participants. Volunteers selected for this team will cover their own travel expenses to the Loyola Campus, but all other tour expenses including room and board will be covered by HOBY.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Plans and implements the three day post WLC tour for domestic and international students.</li><li>• Works directly with HOBY's Director of International Programs to plan the tour activities and logistics.</li><li>• This position requires a moderate amount of advance work, especially immediately prior to the beginning of the WLC.</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Must have HOBY volunteer experience, although WLC volunteer experience is not required.</li></ul>

**Note:** This position will be announced in June 2019.

# TOUR CHAPERONE

<b>Position</b>	<b>Tour Chaperone</b>
<b>Location</b>	Part-Time, Onsite
<b>Age Minimum</b>	25 years
<b>Time</b>	limited pre-WLC work
<b>Description</b>	The Post WLC Tour Team will participate in activities throughout Chicago with tour participants. Volunteers selected for this team will cover their own travel expenses to the Loyola Campus, but all other tour expenses including room and board will be covered by HOBY.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• Works directly with the Tour Group Leader and students to implement the post-WLC tour of Chicago.</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Must have HOBY volunteer experience, although WLC volunteer experience is not required.</li><li>• WLC Volunteers from other teams can be considered for these positions if they meet the requirements and are willing and available to depart the Loyola Lakeshore Campus the morning of Saturday, July 29.</li><li>• The number of chaperones will be dependent on the number of students participating.</li></ul>

**Note:** This position will be announced in June 2019.