

## **2020 LearnServe Youth Advisory Board: Events Sub-Committee Role Description**

**Intended Start Date:** September 2020

**End Date:** May 2020

### **LearnServe International:**

LearnServe International equips middle and high school students from diverse backgrounds with the entrepreneurial vision, tenacity, confidence and leadership skills needed to tackle social issues at home and abroad.

### **Program Description:**

The Youth Advisory Board (YAB) serves to engage LearnServe students and alumni across programs to act as a new branch of LearnServe leadership—functioning as the official student liaison and voice for all LearnServe program and development strategy. There will be 5 official sub-committees (Marketing & Communications, Events, Recruitment, Ambassadors, & Alumni Engagement), plus the Student Action Summit team, and they will meet monthly.

### **Events Sub-Committee Member Role Overview:**

We are looking for proactive, dedicated, and team-oriented students who want to engage more with the behind-the-scenes of LearnServe's strategy and development. All YAB members will provide their honest feedback on potential strategic decisions, new curriculum, outreach efforts, etc., within the organization.

The Events Sub-committee heads will work closely with the Marketing and Communications Sub-committee and the Events Sub-committee to put on a holiday alumni event and a student-led Gala activity. Events Sub-committee members will also have professional development opportunities to improve their communications, project & event planning, and networking skills.

### **Projects:**

- Holiday Alumni Event
- Gala Activity

*\*Note: As these projects are student led, members may choose to add to or modify existing project plans\**

### **Desired Skills:**

- LearnServe Program Alum
- Leadership and organization skills
- Attention to detail
- Working well with others

**Expectations:**

- **Hours** - 5-7 hours/month
- **Format** - Virtual (may transition to in person if and when public health safety measures allow)
- Attend monthly YAB meetings (Wednesdays, 2 hrs) and Subcommittee meetings
- Facilitate at least 2 Hackathons during the program year

**Professional Development:**

- Learn about behind-the-scenes aspects of a not-for-profit organization via presentations from staff about partnerships, development, outreach, funding, etc.
- Coaching on how to facilitate and lead the LearnServe Method of Social Entrepreneurship
- Learn how to lead a group of students in developing their own social ventures for the LearnServe Hackathon
- Network with and receive mentorship from alumni and staff

**Assessment:**

The Youth Advisory Board will hold a group mid-year reflection as well as an end of year progress evaluation. This will be a space for members to reflect on progress made, assess workplace efficiency, and revise plans for the rest of the year. Sub-committee heads can raise concerns or questions on their individual projects as well as group dynamics or working relationships, and brainstorm steps to improvement.

**End of Year Showcase:**

At the end of the Youth Advisory Board program year, the Events Sub-committee will present their accomplishments and learnings to the rest of the YAB and the LearnServe Team. This presentation can be in any format that the students choose.

**Terms**

Service hours available, depending on school

**To Apply**

Fill out the application on the website and indicate the desired Sub-committee role by the deadline

**Questions?** Reach out to LearnServe Programs Manager, Florence Rivkin ([florence@learn-serve.org](mailto:florence@learn-serve.org))