

2020 LearnServe Youth Advisory Board:

Chair 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.

Chair 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 Chair will be the main liaison between Youth Advisory Board members and staff. Due to the nature of the position, there is a larger time commitment than the other YAB positions. The Chair will be responsible for:

- Clearly understanding YAB core values and goals
- Answering members' questions + concerns
- Attending meetings with learnserve staff + providing updates on committee tasks
- Contacting staff should an incident of conflict or intolerance arise
- Representing LearnServe and the committee at potential donor or partner meetings

Projects:

- Overseeing progress, periodically checking in with subcommittees
- Creating meeting agendas and leading meetings, retreats, reflections
- Modifying and improving existing curriculum materials for the next year
- Conducting entry interviews for new members
- Mentor + train the vice chair for next year

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



Desired Skills:

- LearnServe Program Alum
- Ideally previous Vice Chair
- Leadership and public speaking skills
- Time management and organization skills
- Working well with others
- Courtesy and professionalism
- Self-motivated and responsible

Expectations:

- **Hours** - 10-15 hours/month
- **Format** - Virtual (may transition to in person if and when public health safety measures allow)
- Attend monthly YAB meetings (Wednesdays, 2 hrs), Subcommittee check-ins (as needed), and weekly meetings with LearnServe staff (1 hr)
- Facilitate at least 1 Hackathon 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
- Experience leading a committee of other students

Assessment:

The Youth Advisory Board chair will lead 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. Students can raise concerns or questions on their individual projects as well as group dynamics or working relationships, and the chair will assist in brainstorming steps to improvement.

End of Year Showcase:

At the end of the YAB program year, the Chair, along with the rest of the YAB, will present their accomplishments and learnings to the LearnServe Team. This presentation can be in any format

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)