

2020 LearnServe Youth Advisory Board: Vice 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.

Vice 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 Youth Advisory Board members will provide their honest feedback on potential strategic decisions, new curriculum, outreach efforts, etc., within the organization.

The Vice Chair will support the Chair in various duties as needed, and will be the second leader of the committee. They are expected to take over the Chair position in the following year. The Vice Chair will be responsible for:

- Clearly understanding YAB core values and goals
- Answering members' questions + concerns
- Representing the chair at meetings should the chair not be present
- Contacting staff should an incident of conflict or intolerance arise
- Attending meetings with learnserve staff + providing updates on committee tasks

Projects:

- Overseeing progress, periodically checking in with subcommittees
- Taking notes on and submitting aggregated committee feedback on strategy decisions, new materials, etc. to staff
- Modifying and improving existing curriculum materials for the next year
- Assisting, note taking for chair when conducting entry interviews for new members

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 public speaking skills
- Time management and organization skills
- Working well with others
- Courtesy and professionalism
- Self-motivated and responsible
- Clear + concise note taking

Expectations:

- **Hours** - 10 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, and meetings with LearnServe staff
- 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 a LearnServe style 'What Pisses You Off' workshop to other community members (?)
- 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 vice chair will assist the chair in leading 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 vice chair will assist in brainstorming steps to improvement.

End of Year Showcase:

At the end of the YAB program year, the Vice 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)