

# ADVISOR JOB DESCRIPTION

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## MINIMUM QUALIFICATIONS:

- ☆ Be at least 21 years of age (**unless written request for waiver has been submitted and approved by the Executive Director of the YMCA Youth & Government Program**).
- ☆ Must have a minimum of one advisor over 21 for every 20 delegates.
- ☆ Be removed from being a Youth & Government delegate for at least one year.
- ☆ Be a mature, dependable and responsible individual.
- ☆ Relate well to and enjoy working with high school age youth.
- ☆ Have group facilitation experience or be willing to receive training in this area.
- ☆ Be familiar with and dedicated to the Mission of the YMCA, and committed to the four core values of the YMCA.
- ☆ Having a basic understanding of state judicial and legislative processes is helpful.
- ☆ Be a positive role model to delegates and an effective representative of the program.
- ☆ Be organized, attentive to detail, and have good follow through skills.

## RESPONSIBILITIES:

1. A YMCA Youth & Government Advisor's job includes recruiting, training, and supervising high school youth to form a delegation.
2. The Advisor facilitates a team building process where learning, individual growth, and skill development are encouraged.
3. The health and safety of participants is an ongoing responsibility. Advisors should be aware and abide by current accepted YMCA health and safety standards.
4. Receive, read and understand all program bulletins and assure all deadlines are met.
5. Ensure that the Y&G program and local YMCA policies are adhered to at all times.
6. Ensure that the Y&G Code of Conduct is understood and agreed to by all delegates and parents. In accepting this position each advisor also commits to this code.
7. Develop a schedule and meetings to plan special events/fundraisers, and to prepare delegates for their roles in Sacramento. Attend all meetings.
8. Develop, monitor and adhere to a budget in conjunction with local YMCA staff.
9. Work with delegates to develop a process for bill development and selection. Ensure that appropriate bill formats are followed.
10. Actively seek local community and political involvement and support for the delegation (attorneys, judges, service clubs, Assermblymembers, Senators, etc.)
11. Attend all program conferences September through February. Spring Conference is optional.
12. At each conference conduct delegation meetings. Assure that each delegate attends scheduled sessions. Attend all advisor meetings and assist with general conference duties, (e.g. pre-curfew patrol, floor/elevator duty, monitor doors and galleys, food service assistance, etc.)
13. Act as a liaison between the local YMCA and the Y&G program.
14. Actively support the Y&G program goals and objectives.
15. Participate in the Advisor Development Program by attending one of the Advisor Certification Meetings.

## RESPONSIBLE TO:

The person performing these services will be accountable to the Executive Director and Associate Director and work responsibly with the Program Director of the Youth & Government Program.