

Facilitator

Purpose:

Facilitate the overall WLC experience for the 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.

Age Requirement: Candidate must be 21 years of age or older

Reports To: Section Leader (SL)

Eligibility:

- Must be able to attend the WLC for the entire duration of the event, including pre-WLC training (approximately 2 weeks, housing and meals provided).
- Must have a clean background check (completed by HOBY).
- Must be able to participate in monthly conference calls starting in January.
- Past experiences serving as a Facilitator at local HOBY programs or WLC preferred.

Responsibilities:

(Before the WLC)

- Learn and understand the dynamics of HOBY's programs at the state and national level.
- Become thoroughly familiar with HOBY's risk management policy and follow its guidelines.
- Work with facilitator team on preparation to create a culture that will provide a dynamic experience for all.
- Review program with the Director of Ambassadors (DA) to understand the curricular goals of the WLC program.
- Contact students within group to welcome them to WLC and communicate concerns/questions to SLs and DA..

(During the WLC)

- Communicate effectively with Section Leader, fellow Facilitators and Alumni Section Assistant in his/her section.
- Directly responsible for all Ambassadors within assigned group.
- Responsible for specific assignments as assigned by DA (i.e. photo shoot, perimeter patrol, panel protocol, etc.).
- Facilitate groups' interaction upon arrival, throughout week, and at departure.
- Maintain discipline and enforce Ambassador rules and regulations at ALL times.
- Direct all Ambassadors to meals, seminars, buses, rooms, facilities and other activities in timely fashion.
- Conduct roll call and group movement of assigned Ambassadors at every event and report to Section Leaders.
- Conduct bed-checks and wake-ups according to the assigned schedule.
- Encourage group interaction on seminar topics and proper courtesy to speakers.
- Deal with personal concerns of assigned Ambassadors, consulting the DA, the Nurses, or others for direction.
- Attend all seminars, tours and activities, sitting with assigned groups at seminars.
- Direct daily meetings at breakfast to disburse information for the day's activities.
- Facilitate daily "Facilitator Group Time" and group sessions as provided by the schedule.
- Ensure that assigned Ambassadors perform individual assignments such as thank you note writing, picture taking, banquet and other.
- Perform other specified duties as assigned by DA and Section Leaders.
- Make sure assigned Ambassadors are awake and ready for an "on-time" departure the morning after the banquet, and that they have their luggage, airline tickets, passports, valuables and other personal belongings.

(After the WLC)

- Assist in tear-down of WLC operations.
- Complete evaluations of overall WLC.
- Provide thank you notes/letters to appropriate team members and benefactors of the WLC.