# 2024 Youth Leadership Forum (YLF)

# Volunteer Staff Positions

These positions provide great work experience! You will work as part of a team throughout the week and build your communication, organizational and leadership skills. Your work as YLF staff is the heart and soul of the YLF program by providing mentoring and coaching to students.

**Please note: YLF 2024 is currently scheduled for July 14-20, 2024 to be held in-person in Sacramento, CA on California State University, Sacramento (CSUS).** If there are any COVID-19 pandemic restrictions that limit the ability to be in-person, the YLF will be held virtually on Zoom. We will notify all staff as soon as possible if there are any protocols to follow from CSUS and/or other venues related to vaccination requirements, mask mandates, physical distancing, etc.

All selected volunteer staff expenses including but not limited to travel, room, meals, and reasonable accommodations are sponsored through a public-private partnership.

## Overview of Minimum Qualifications

All staff over the age of 18 are required to submit a Live Scan and pass a background check. Your work as staff is contingent on passing a background check.

All staff are required to follow and sign the YLF Ground Rules and Guidelines, YLF Confidentiality Agreement and Social Networking Policy as outlined in our Risk Management Policy Documents.

All staff are expected to:

* Welcome arriving delegates and help them feel comfortable and supported at the YLF.
* Create and maintain an open, friendly, safe, confidential environment for delegates.
* Assure implementation of the YLF Ground Rules and Guidelines.
* Demonstrate sensitivity to, and understanding of, individuals from diverse disability, socioeconomic, cultural, and ethnic backgrounds
* Demonstrate flexibility and the ability to multi-task
* Demonstrate professionalism, including the ability to stay positive and be respectful to all
* Be a positive role model displaying maturity and professionalism
* Be a team player and work together with other YLF staff
* Be aware of the possibility of bullying, and prevent and intervene when necessary and appropriate
* Be responsible to help ensure the safety and security of delegates and other staff members
* Assist with emergency evacuation procedures as needed during the day or night
* Attend staff orientation prior to delegate arrival and staff meetings held nightly during the week

Additional Pre-YLF and Post-YLF staff events may occur within the year of 2024-2025 and the YLF staff may be asked to participate in these events given availability.

During the YLF program, volunteer staff is expected to work extended hours throughout the week (typically 10–15-hour days; with some schedules beginning at 7:00 a.m. and ends at about 10:00 p.m.)

## On-Site Staff Positions

The following positions are part of the on-site team and those selected will be required to be on-site at CSUS and work during the entire week of the YLF 2024 July 14-20, 2024.

**Emcees (1-2 Positions):**

The Emcees are the "masters of ceremonies" and are responsible for general facilitation of the Large Group sessions. Their primary role is to set the tone for the beginning and ending of all Large Group sessions. Specific duties include:

* Facilitate Large Group sessions and daily staff meetings.
* Develop and implement a detailed facilitation plan for each large group session including technical aspects for sessions.
* Work with Group Assistants and Peer Mentors to lead cheers during appropriate times.
* Work with Logistics Assistants to ensure space is set for large group meetings including coordination with AV team, ASL Interpreters and Text Captioner.
* Work with Large Group speakers and panelists to ensure a seamless Large Group session.

**Desired Qualifications:**

* A dynamic and outgoing personality
* A good sense of humor
* Ability to speak comfortably in front of a large group
* Have previous public speaking experience
* Flexibility and the ability to adapt to last minute changes

**Dorm Leaders (2 Positions):**

Dorm Leaders are responsible for oversight of various on-site YLF logistics. Specific duties include:

* Staff the front desk/dorm office, which serves as the YLF command center, from 7:00 a.m. – 10:00 p.m.
* Handle check-in and check-out for all dormitory rooms, including issuing and collecting room keys, meal tickets, parking permits, etc.
* Greet delegates, staff members, and visitors, and ensure everyone on-site has a YLF badge or is on the 2024 YLF attendance roster. (YLF and CSUS have a strict on-site policy for the safety of all delegates and other campus participants.)
* Supervising the Logistics Lead and Logistics Assistants ensuring daily task lists are completed.
* Provide administrative guidance and support to delegates and staff as needed.
* Provide support to the YLF Project Manager as needed.
* Secure assistance and/or support for delegates as needed working closely with on-site nurse and PCA staff.
* Identify situations that need resolution and refer to appropriate staff.

**Requirements**: The applicant must be over the age of 25.

**Desired Qualifications**:

* Previous YLF staff experience
* Strong organizational skills
* Excellent leadership skills
* Outstanding communication skills
* Solution oriented
* Ability to handle multiple, competing requests and prioritize issues
* Ability to act independently with minimal supervision

**Small Group Facilitators (2-3 Positions):**

Small Group Facilitators are a new position to YLF. Small Group Facilitators will act as roving support for small group staff. Small Group Facilitators will be assigned 2-3 small groups to support throughout the week, providing technical assistance, guidance, and mentorship to small group staff including Peer Counselors, Peer Mentors, and Group Assistants. Specific duties include:

* Build rapport with small group staff and delegates providing guidance and support to staff throughout the week.
* Resolve personnel issues within small groups before elevating to Project Manager.
* Follow-up with and maintain ongoing communication and mentoring with staff after YLF (to the best of your ability).

**Desired Qualifications**:

* Professional, outgoing, energetic and dynamic personality
* Excellent leadership, interpersonal and problem-solving abilities
* Previous experience in facilitating discussions or small groups and comfort with public speaking
* Ability and experience handling difficult or sensitive interpersonal issues
* Previous experience with mentoring

**Peer Counselors (12 positions):**

Two Peer Counselors are assigned to each small group and serve as the lead of small group activities. The Peer Counselors will facilitate a majority of the small group activities throughout the week but will also encourage Peer Mentors to lead at least one small group activity. The Peer Counselors provide guidance and support to both delegates and staff. The Peer Counselors are responsible for assisting and mentoring Peer Mentors with the various YLF program objectives. They will also provide leadership and direction for the Group Assistants assigned to their group. Specific duties include:

* Assign facilitation of Small Group discussions and assist delegates in completing their workbook assignments and Personal Goals, Leadership, and Advocacy Plans.
* Promote opportunities for open discussions during group activities.
* At all times, be responsible for knowing the location of each staff and delegate assigned to their Small Group.
* Follow-up with and maintain ongoing communication and mentoring with delegates after YLF (to the best of your ability).

**Requirements**: Personal experience in successfully transitioning to college, independent living, and/or employment.

**Desired Qualifications:**

* Be outgoing and use good interpersonal skills, demonstrate energy, leadership, and motivation
* Personal experience with successful transition to college, independent living, and/or employment, and willingness to share personal experiences
* Previous experience in facilitating discussions or small groups and comfort with public speaking
* Ability and experience handling difficult or sensitive interpersonal issues
* Previous experience with mentoring

**Peer Mentors (6-12 Positions):**

The Peer Mentors are one of the newest positions and act as both a mentor to YLF delegates and are mentored by a Peer Counselors. They keep the various activities organized, including helping assist Peer Counselors with small group logistics and motivating the delegates during the Large Group sessions and small group sessions. Each Small Group has at least one Peer Mentor. Peer Mentors are responsible for providing general assistance to their assigned Small Groups. As a young person with a disability experiencing transition into adulthood, Peer Mentors have the lived experience to support a YLF delegate preparing for transition into adulthood. They are supervised by the Peer Counselors. Specific duties include:

* Assist in facilitating Small Group discussions; will work with Peer Counselors to lead at least one or more small group activities/discussions.
* Provide one-on-one assistance to delegates with completing assignments and individual tasks (including assistance with reading and/or writing) if needed.
* Serve as the “spirit squad” to motivate delegates, including leading cheer sessions.
* Serve as role models for the delegates, displaying maturity and professionalism.
* Assist Logistics team in coordinating the Talent Show; solicit delegates and staff to participate.
* Assist delegates and staff with meal trays in the cafeteria and other minimal accommodation duties.

**Requirements**: Must be a YLF Alumni or a person with a disability ages 16-21.

**Desired Qualifications:**

* Energy and enthusiasm
* Act as a self-starter and be self-motivated – able to quickly assess where assistance is needed and take initiative
* Ability to follow direction and be helpful
* ~~I~~nterest in building a strong rapport with delegates

**Group Assistants (5-6 Positions):**

The Group Assistants are one of the most active positions at YLF. They keep the various activities organized, including helping assist Peer Counselors with small group logistics and motivating the delegates during the Large Group sessions and small group sessions. Each Small Group has at least one Group Assistant. Group Assistants are responsible for providing general assistance to their assigned Small Groups. They are supervised by the Peer Counselors. Specific duties include:

* Act as a runner for the small group, gathering materials and supplies as needed for small group activities.
* Time keeper for small group sessions.
* Provide one-on-one assistance to delegates with completing assignments and individual tasks (including assistance with reading and/or writing) if needed.
* Serve as the “spirit squad” to motivate delegates, including leading cheer sessions.
* Serve as role models for the delegates, displaying maturity and professionalism.
* Assist Logistics team in coordinating the Talent Show; solicit delegates and staff to participate.
* Assist delegates and staff with meal trays in the cafeteria and other minimal accommodation duties.

**Desired Qualifications:**

* Energy and enthusiasm
* Act as a self-starter and be self-motivated – able to quickly assess where assistance is needed and take initiative
* Follow direction and be helpful
* Interest in building a strong rapport with delegates

**Logistics Assistant (3-5 positions):**

The Logistics Assistants support the YLF program activities but are not assigned to a Small Group. Specific tasks include:

* Oversee audio/visual equipment set-up and serve as a microphone runner during large group sessions.
* Set up site for various program experiences.
* Assist with setting up Large Group meeting areas, including arranging tables, chairs and other equipment.
* Display time signs to keep speakers and schedule on time.
* Provide general program assistance to the Emcees, Logistics Coordinator, and other lead staff as requested.
* Coordinate the Talent Show; working closely with small group staff to identify participants, prepare the line-up for the show, identify an Emcee for the talent show, work with Peer Mentors and Group Assistants cooperatively.
* Conduct room checks at lights out.
* Assist delegates and staff with meal trays in the cafeteria and other minimal accommodation duties.
* May act as hall monitors, as needed.

**Desired Qualifications:**

* Ability to move furniture and set-up equipment
* Be energetic, easy-going, self-motivated, mature, and willing to help wherever needed
* Previous experience with audio/visual equipment, computers, projectors, etc. is encouraged.
* Act as a self-starter and be self-motivated – able to quickly assess where assistance is needed and take initiative
* Follow direction and be helpful

**Night Security (4-6 Positions):**

The Night Security position is to assure the safety of all YLF on-site participants and adherence to rules by the delegates and staff during the night. The persons responsible will maintain hallway security for YLF.Specific tasks include:

* Monitor the dorm hallways from 9:30 p.m. – 7:30 a.m.
* Contact the YLF Project Manager and/or overnight staff if a situation or emergency arises.
* Assist delegates and staff in the event of an emergency evacuation.
* Ensure delegates do not leave or wander the facility aside from the designated areas (unless with YLF staff).
* Respond to questions delegates may have in the night and find appropriate staff to provide assistance if needed.
* Identify and ask individuals who are not part of YLF to leave the floor/area that is designated to YLF only.

**Desired Qualifications:**

* Ability to stay awake and alert during the night.
* Effective communication skills
* Understanding of policies and procedures and ability to apply them to make decisions.
* Professional experience providing security (desired but not required).

**Reasonable Accommodation Coordinator (1 position)**

The Reasonable Accommodation (RA) Coordinator is responsible for oversight of various RA activities. Specific tasks include:

* Develop PCA schedule based on RA needs for both delegates and staff.
* Work with YLF Project Manager and Licensed YLF Nurse on tasks related to RA.
* Coordinate Durable Medical Equipment Rental Contracts.

**Requirements**: The applicant must be over the age of 21. Must have previous experience providing personal care services either through an agency or as an independent contractor.

**Desired Qualifications**:

* Previous YLF staff experience
* Strong organizational skills
* Excellent leadership skills
* Outstanding communication skills
* Solution oriented
* Ability to handle multiple, competing requests and prioritize issues
* Ability to act independently with minimal supervision

**Personal Care Attendants (6-10 Positions):**

The Personal Care Attendants (PCA) will aid delegates and staff as part of a reasonable accommodation to participate in the YLF program. PCAs will either be assigned to a specific staff and/or delegate throughout the week. PCAs will report directly to the Licensed YLF Nurse and Reasonable Accommodation Coordinator. Specific tasks include:

* Assistance with personal care needs of an individual including but not limited to lifting, showering, bathing, dressing, feeding, carrying food trays or other items, using then restroom, pushing wheelchairs or mobility aids, etc.
* Nightly Laundry Services.
* Hallway Monitoring.
* Assist the YLF Nurse as needed.

**Requirements**: Must have experience providing personal care services either through an agency or as an independent contractor. Nursing students may also apply.

## Transportation Staff Positions

The following positions are part of the transportation team and those selected will only be required to assist with delegate arrival (July 15, 2024) and departure (July 20, 2024).

**Transportation Coordinator (1 position):**

The Transportation Coordinator is responsible for oversight of various transportation activities. Specific tasks include:

* Oversee the Transportation Team Members.
* Coordinate with the Project Manager and the YLF Administrative Team on flight, train and/or bus transportation arrangements for both staff and delegates.
* Work with TSA at the Sacramento International Airport (SMF) to secure gate passes for Transportation Team Members.

**Requirements**: The applicant must be over the age of 21.

**Desired Qualifications**:

* Previous YLF staff experience
* Strong organizational skills
* Excellent leadership skills
* Outstanding communication skills
* Solution oriented
* Ability to handle multiple, competing requests and prioritize issues
* Ability to act independently with minimal supervision

**Transportation Team Members (8-10 positions):**

The Transportation Team Members assist with transportation logistics. Specific tasks include:

* Meet the YLF Delegates at the gate on arrival.
* Assist the YLF Delegates with collecting their checked bags.
* Assist with getting the YLF Delegates on the transportation provided to get from SMF to California State University, Sacramento (CSUS)
* Assist with Departure from CSUS.

**Desired Qualifications:**

* Be energetic, easy-going, self-motivated, mature, and willing to help wherever needed

## How to Apply

Please complete an online staff application and follow the instructions found on the last page of the application.

Please keep a copy of the application for your records.

If you have questions or need additional information about the application process, please call us at 855-894-3436 or email us at [ylf@dor.ca.gov](mailto:ylf@dor.ca.gov)

Applications will be reviewed. Only the most qualified applicants will be scheduled for an interview. Applicants selected for interviews will be contacted by email and/or by phone after the final filing date.

Note: The YLF staffing goal is to have more than 75 percent of all on-site staff be individuals with a disability. As a result, staff will serve as role models for the YLF delegates. Priority selection for all positions will be given to YLF alumni.