2016 Focus Assistant Job Description

Purpose: Teen Leaders will help plan, implement, and evaluate the success of the 4-H Career Explorations Conference, especially the Focus Program track.

Requirements:
- Demonstrate mature, responsible behavior and be able to assume leadership responsibilities among teens and/or peers.
- Be at least 16 years old.
- Have participated in a Focus for Teens program before.
- Submit a Focus Assistant Application.
- Submit a 4-H Career Explorations registration form when Registration opens.
- Participate fully in Winter Planning Retreat, follow-up meetings, online and email communications, and the Conference.

Roles and Responsibilities:
- Role Model: Serve as responsible, mature, and fun role models, remembering to model the 4-H Code of Conduct at all times.
- Planner: Work with Event Planning Team to give input into overall Conference planning decisions.
- Team Player: Ensure that Career Explorations runs smoothly by working with each other to provide assistance throughout the length of the program. Work together with the FA advisors, program leaders, delegates, and chaperones. Help with evening activities and the opening and closing assemblies, and assist with setup, sign posting, and other details. FAs may create a short presentation (of their choice) for the closing assembly. Take pictures (as possible) during programs for the final slide show.
- Faculty Liaison: Introduce yourself and explain FA role to Program Coordinators (i.e., faculty), deliver their folders, and assist them as needed.
- Host: Welcome delegates to campus and work to ensure that all youth feel a sense of inclusion in activities (whether inside or outside the classroom/lab)
- Information Guru/Emergency Contact: Carry Focus Assistant/Group Leader program folder with class list, health forms, and map (at all times); report any challenges and feedback to the FA Advisors. Report all incidents to FA Advisors and nurse (as applicable). Participate in evening debriefing meetings with other FA's and FA Advisors to discuss issues, concerns and special duties of the next day (instead of county meetings).
- Guide: Be familiar with program locations and lead group to programs and back to dorms. Carry program sign, gather program delegates, take attendance, travel to programs on time, etc. Assist participants throughout the duration of the program.
- Yourself: Have fun and enjoy. Be enthusiastic participant in program activities.

Benefits:
- Strengthen leadership and job readiness skills
- Help Career Explorations be as successful as possible
- Make new friends
- Event participation scholarship: FAs who are selected to join the team by the advertised application deadline will received a full fellowship, covering all registration fees and early arrival fees. Those who are selected after the advertised deadline get $100 off their event registration.