Job Description
STARR Planning Committee Member

GOAL: Working in partnership with teens and adults from across the state, STARR planning committee members will plan, implement, and help facilitate the STARR teen leadership retreat held approximately the 2nd weekend of April in the Youth Building, located on the New York State Fairgrounds.

PURPOSE: To plan and facilitate an event that provides opportunities for skill development, leadership training, and knowledge gain through meaningful activities that are fun, educational and connect kids to Cornell. The event itself provides the means for teens, from across the state, to meet and learn from their peers, and is representative of the diversity of youth in NYS. Most importantly, STARR provides a safe, supportive, and nurturing environment where teens and adults can be themselves without fear or intimidation. The STARR event will be the 4-H Teen Leadership event of the year, and a place for teens to learn while having FUN!

EXPECTATIONS: Youth/Adult Partners will work within their home counties to accomplish tasks / goals outside of planning retreat events, and/or may be asked to connect beyond county lines to successfully complete assigned tasks. Time commitment beyond planning retreats and actual event may amount to around 25 - 30 additional hours of time over the course of the year. This will include several teleconferences. NOTE: We have not set specific term limits for planning committee members since individual county situations vary greatly. Continued retention of this flexibility, however, is dependent on counties exercising discretion when nominating representatives to the STARR planning committee. While it is important to maintain a level of experience, innovative ideas and new opinions are what keep STARR fresh, interesting, and relevant for today's teens.

COMMITTEE RESPONSIBILITIES:
- Attend planning retreat (Fall) and Facilitator Training (Winter)
- Evaluate the previous year’s program to generate plans and ideas for upcoming event
- Leadership for STARR program includes planning, design, implementation and facilitation prior to, during and after event
- Identify an overall theme for the event
- Brainstorming Sessions for ideas / suggestions for workshops, activities, Keynote Speaker, and new and creative ideas for making STARR simply the best teen leadership / teen action event
- Review / design of marketing flyers for event
- Promotion of event at county, district and state levels
- T-shirt design
- Identification of Dance Theme
- Collaborate to identify workshops and workshop presenters
- Act as a role model for teens and adults attending event
- Willingness to work hard as a team and as an individual
- Set up and Clean-Up of event

INDIVIDUAL RESPONSIBILITIES:
- Plan, prepare and serve as Facilitator for Round Table Sessions intricate to success of STARR
- Script writing for any speaking roles assigned or identified as a personal interest
- Responsibility for any number of operational tasks, key to the success of the event: Opening / Closing Ceremonies / Emcee opportunities announcing Key Note Speakers, Registration Table / Kitchen oversight / Signage / Media Coverage / other duties as assigned
- Check the Wiki at least once every two weeks
TIME COMMITMENT: Please review the list of dates below

- Planning retreat - Fall of the year (Saturday NOON to Sunday NOON)
- Facilitator training - winter of the year (Saturday NOON - Sunday NOON)
- Individual planning efforts prior to and during event
- Conference Calls / Web meetings / Email correspondence throughout Fall, Winter and Spring
- 25 - 30 additional hours of work outside of planning / facilitator retreats

Overall Personal Benefit to Involvement:

- Reward of seeing Round Table groups and teens / adults pulling together, gaining confidence, developing their sense of belonging, independence, mastery and generosity over the course of the weekend event.
- Great resume builder
- Gaining and building on knowledge, skills, and abilities through being a part of powerful youth/adult partnerships
- The satisfaction of knowing that you are part of something great
- Greater development of leadership knowledge, skills, and abilities

Teens / Adults interested in applying to be a member of the STARR planning committee will be expected to submit an application by September 18, 2014 to Jamila Walida Simon Bronfenbrenner Center for Translational Research Cornell University, 202 Beebe Hall, Ithaca, NY 14853. Applications can also be emailed to jws62@cornell.edu or faxed to 607-254-2903.

2014/2015 Planning Committee Dates:

2014
Sept 12 - Applications due
Oct 18-19 - Fall Planning Retreat
Dec 3 - Teleconference #1

2015
Jan 14 - Teleconference #2
Feb 7-8 - Winter Retreat (this date may change due to weather)
Mar 11 - Teleconference #3
April 10-12 STARR