

Kentucky Youth Assembly Volunteer Job Description

Organization Description: The Kentucky YMCA Youth Association develops engaged citizens and servant leaders inspired to effect change in their school, community, Commonwealth, nation and world. Through experiential learning, service, and community activism, the Kentucky YMCA Youth Association fosters critical thinking, leadership, and social responsibility in teens. Students in our programs build communication skills and confidence while developing a network of meaningful relationships with diverse students from around the Commonwealth.

KYA Description: The Kentucky Youth Assembly (KYA) is a 3-day experiential learning program in which students serve as part of a model state government. KYA offers students the opportunity to learn about a wide variety of issues, develop critical thinking skills, and articulate their beliefs while engaging constructively with their peers from around the Commonwealth.

Position Summary: Kentucky Youth Assembly volunteers work to support Kentucky YMCA Staff (Y-Staff) in setting up, running, and breaking down the conference. Like staff, volunteers will often be assigned specific responsibilities but should be prepared to fill other roles depending upon the needs of the conference.

Age requirements: To participate in a middle school conference, volunteers must be at least 18 years of age. To participate in a high school conference, volunteers must either be 21 years of age or at least two full years out of high school or equivalent.

Essential Functions: KYA Volunteers may be asked to perform a wide variety of roles at the conference, including but not limited to the following:

- Assist with Set-Up – hang signs throughout the hotel, prep hotel conference rooms for our use (hanging fishing line throughout, setting up projectors and screens, arranging chairs, etc.), move program materials into place (may require some heavy lifting), general office work as needed.
- Greet and Direct (Day 1) – greet students and adults in an upbeat, friendly manner. Direct students and adults to specific rooms in accordance with agenda. Keep main hallways clear and relatively quiet.
- Lead Early Meetings (Day 1) – Assist Y-Staff in leading meetings for our students' specific program roles (e.g. candidates, sponsors, chairs) either by leading the meeting with provided script, keeping time, or helping maintain decorum.
- Supervise all-conference General Assembly (GA) sessions – Roam GA to ensure students remain quiet and attentive and are not using cell phones/computers. Interrupt disruptive behavior by smiling, pointing toward the stage, and asking students to keep cell phones away if necessary.
- Assist with committee and chamber sessions – Monitor legislative committees in session. Check in with the chairpersons assigned to lead the committee to ensure they are prepared, leading the session in a professional manner, and staying on time. Check in with doorkeeper assigned to the committee to ensure they are present and aware of their duties. Keep note of any outstanding delegates/delegations. Ensure committee dismisses in a timely manner and that students are aware of where to go after the committee adjourns.
- Assist with Capitol Committee sessions (Day 2) – Accompany participants to capitol and perform duties listed above in the capitol building.
- Enforce curfew – Monitor assigned halls to ensure students are in their rooms and quiet after curfew time. Note: volunteers **MUST** be accompanied by at least one other volunteer at all times during hall checks and may **NEVER** enter a student's hotel room.

- Set up and supervise fun activities for conference mixer (Day 2)
- Karaoke / Talent Show Room – Help set up speakers, microphones, any other equipment. Help students sign up and approve all acts. Keep atmosphere fun, upbeat, encouraging, and Y-appropriate. Run karaoke through the use of a laptop, tv, and YouTube. Ensure all interested students have the chance to perform, prevent students from performing multiple times. Have fun with challenges and games if you'd like!
- GaGa Room – Maintain a safe and fun environment while students participate in the very active "GaGa" game. Ensure every student gets a turn to play. Ensure students are playing by the rules, which Y-Staff will explain to volunteers.
- Monitor and assist with conference elections (Days 2 and 3 only) – Set-up election room with tables, ballot boxes, and signs so that students can easily spot where they need to vote. Check students in once they come to your table to vote. Ensure ballots are dropped in ballot box and left unfolded.
- Breakdown (Day 3 only) – Help clean up after the Assembly has ended. Organize, pack up, and load out all staff materials as needed (leftover merch, office materials, conference signage, etc.).

Volunteer Requirements: Before volunteers arrive on-site, they must do the following as directed by the Volunteer Coordinator:

- Complete mandatory online Child Safety Training
- Read and sign the Volunteer Code of Conduct
- Complete online pre-KYA training
- Submit a background check through Verified Volunteers (once every 2 years after initial background check)