

# Manitoba 4-H Communications Extravaganza 2010-2011

## **APPLICATION – APD Volunteer (Unpaid) Manitoba 4-H Council**

**Assistant Program Director (APD) – 2010 COMMUNICATIONS EXTRAVAGANZA, Portage (April)**

**Program Director (PD) - 2011 COMMUNICATIONS EXTRAVAGANZA, Brandon (spring)**

*This is a **2-year commitment**: year one as Assistant Program Director, year two as Program Director.*

*Use separate sheet if necessary.*

*Interviews with selected applicants will be arranged for late January or early February with a Feb start date.*

*Those interviewed must provide at least two references*

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (Bus.) \_\_\_\_\_ (Res.) \_\_\_\_\_ (Cell.) \_\_\_\_\_

Fax: \_\_\_\_\_ Email(s) \_\_\_\_\_

1. How many years have you been 4-H member, leader or both?

**Years of 4-H Experience:** Leader \_\_\_\_\_ Member \_\_\_\_\_ Both \_\_\_\_\_

2. Please summarize your **meeting or conference planning** experience, naming the event and year(s), the number (size of the group), scope (an international, national, or provincial event) and your role(s).

<b>Event - year</b>	<b>Size (#s)</b>	<b>Scope</b>	<b>Role(s)</b>

3. Do you have experience working with **youth groups**? (e.g. Boy Scouts/Girl Guides/sports). Please provide all relevant details.

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4. Have you h worked **for other volunteer organizations**? Please elaborate.

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5. Outline any **appropriate and relevant skills** which qualify you for this position:

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Please attach your **résumé** and any other relevant information to this application and submit **by Monday, January 11, 2010** to: Caryl Brandt, preferably by email to [4hbrandt@mts.net](mailto:4hbrandt@mts.net) Or to:

Manitoba 4-H Council  
1129 Queens Ave  
Brandon, MB R7A 1L9  
Ph: (204) 726-6136, Fax: (204) 726-6260

# Manitoba 4-H Communications Extravaganza 2010-2011

## **JOB DESCRIPTION Volunteer (Unpaid)** **ASSISTANT PROGRAM DIRECTOR 2010 (Portage, April)** **PROGRAM DIRECTOR 2011 (Brandon, Spring)** **Your entire commitment is TWO YEARS**

### **I. YEAR ONE - ASSISTANT PROGRAM DIRECTOR (APD)**

#### **a) Time Commitment**

- Communications Extravaganza (tentatively) runs Saturday, April 17 in Portage. (Note: Format changes are under review by the committee)
- Commitment of time outside conference dates depends on time required to fulfil APD responsibilities.

#### **b) Responsibilities**

- Prior to the 2010 event, prepare **evaluation forms and similar event materials** in consultation with Committee Chair, and participate in **event planning** meetings in-person and by conference calls.
- During the event, share decision-making with Chair and undertake **leadership** roles as requested.
- Following the Event, prepare a **report** for the Committee 'wrap-up' meeting, include; a participant/staff evaluation summary, a narrative activities-description with all winners, a review of program objectives and recommended changes.

### **II. YEAR TWO - PROGRAM DIRECTOR (PD)**

#### **a) Time Commitment**

- The 2011 Communications Extravaganza will tentatively run on a weekend in mid- April 2010.
- Commitment of time outside conference dates depends on time required to fulfil PD responsibilities.

#### **b) Responsibilities**

- Prior to the event, work closely with the **Planning Committee, APD and contract Coordinator** to develop all aspects of the 2011 Communications Extravaganza, based on approved budget -- including selection of adjudicators and other volunteers, any resource speakers & other program and social activities
- Meet in person or via conference calls and in person meetings to discuss details, roles and responsibilities. Chair meetings and assign tasks for follow-up.
- PD is first contact for event Coordinator and Council office regarding agenda and all details of the 2011 Communications Extravaganza.
- PD prepares information letter for participants, volunteers and staff with event details.
- PD is responsible to the event-committee chair for the entire program and draws upon APD, committee volunteers and provincial office staff.
- Following the event, PD ensures appropriate follow-up and wrap-up, including reports and thanks to staff and resource people.

### **III. MANITOBA 4-H COUNCIL FINANCIAL RESPONSIBILITY**

- Manitoba 4-H Council will be responsible for travel, accommodation and meals for PD and APD at Council rates.

Revised: DRAFT December 8, 2010