

APPLICATION

Assistant Seminar Director - 2011 National 4-H Citizenship Seminar

Seminar Director - 2012 National 4-H Citizenship Seminar

Name _____

Address _____

Telephone (Bus.) _____ (Res.) _____ Fax: _____

Email _____

1. Please provide the following employment information:

Company _____

Position _____

2. Do you have any meeting or conference planning experience? Please outline below being sure to include the size of the group, whether it was of an international, national, provincial in scope; and the role(s) you played.

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

4. Have you had experience working for volunteer organizations? Please elaborate.

5. Can you outline any appropriate and relevant skills you have which qualify you for this position?

6. Please provide at least two references:

Name _____

Address _____

Phone # _____

Name _____

Address _____

Phone # _____

7. The Canadian 4-H Council's policy is that Program Directors for national conferences should be certified to perform first aid. Please indicate whether you are certified to do so
YES _____ NO _____

If you indicated NO, you will be required to take a course in first aid prior to the conference.
The Canadian 4-H Council will reimburse you for the cost of the course.

8. If you are not selected, do you wish this application to be considered for the 2012 Assistant Program Director selection process? YES _____ NO _____

9. If you are a paid 4-H staff person or a 4-H volunteer leader, please have this application signed by your Provincial 4-H Supervisor and/or a member of your Provincial 4-H Council.

Provincial 4-H Supervisor

Provincial 4-H Council Representative

Please attach your resumé and any other information you feel is relevant to this application. All applicants will be advised in writing of the status of their application.

Please return all applications

By September 3, 2010 to:

Jim Washer

Program Manager

Canadian 4-H Council

Central Experimental Farm

930 Carling Avenue – Bldg. No. 26

Ottawa, ON K1A 0C6

Fax: (613) 234-1112

e-mail: jwasher@4-h-canada.ca

JOB DESCRIPTION

Assistant Seminar Director / Seminar Director National 4-H Citizenship Seminar 2011 – 2012

I. Year One - Assistant Program Director (APD)

a) Time Commitment

- National 4-H Citizenship Seminar 2011 runs from April 8th to April 14th, 2011.
- Arrive on April 6th to prepare for Seminar and depart on April 14th.
- Amount of time committed outside conference dates is dependent on time required to fulfil ASD responsibilities.

NOTE: YOUR ENTIRE TIME COMMITMENT IS TWO YEARS; AS ASSISTANT SEMINAR DIRECTOR (ASD) IN YEAR ONE AND AS SEMINAR DIRECTOR (SD) IN YEAR TWO.

b) Responsibilities

- Prior to the 2011 Seminar, prepare delegate evaluation forms in consultation with Seminar Director (SD) and participate in Conference Planning via conference calls with Seminar Director and the Canadian 4-H Council Program Manager.
- During the 2011 Seminar, share responsibility with SD for decision-making and undertake such leadership roles as requested by the SD.
- Participate in debriefing and evaluation of the 2011 Seminar, and preparation of the 2012 Seminar.

II. Year Two - Seminar Director (SD)

a) Time Commitment

- National 4-H Citizenship Seminar is tentatively scheduled to run April 13th to April 19th, 2012
- Arrive on April 11th to prepare for Seminar and depart on April 19th.
- Amount of time committed outside conference dates is dependent upon time required to fulfil specific Seminar Director responsibilities.

b) Responsibilities

- Prior to the program, work closely with the National Office to develop all aspects of the 2012 National 4-H Citizenship Seminar. This includes selection of resource speakers, other program activities and social activities (Note: all aspects of program content including resource speakers is based on approved program budget).
- SD may be required to correspond with resource speakers with information regarding structure and format of the presentation.
- Meet with National Office and ASD as required via conference call to discuss details, roles and responsibilities of Seminar.

- SD also to prepare information letter for delegates and staff regarding all details of the 2012 Seminar.
- SD will invite involvement of appropriate Council officers in special events in program.
- During the program, SD sets agenda for and chairs the staff meeting prior to the program.
- SD reports to the Canadian 4-H Council Program Manager for the entire program.
- SD ensures that any and all accidents and incidents or other relevant issues are communicated to the Canadian 4-H Council Program Manager as per policy.
- Following the program, thank staff and resource people as necessary.

III. Canadian 4-H Council Financial Responsibility

- Canadian 4-H Council will be responsible for travel, accommodation and meals for SD and ASD with National Office making appropriate arrangements.
- Canadian 4-H Council travel policy guidelines will be followed for approved expenses.

April, 2010