



# **CALIFORNIA ASSOCIATION OF THE FUTURE FARMERS OF AMERICA**

## **POSITIONS AVAILABLE CONFERENCE TEAM LEADER**

### **2024 Made for Excellence conferences and 2024 Advanced Leadership Academy conferences**

California FFA is seeking to hire conference Team Leaders to direct Leadership Conference Facilitators and work under the supervision of the State FFA Leadership Development Coordinator and State Assistant FFA Advisor for the purposes of delivering and coordinating the California FFA Leadership and Personal Growth Development Continuum.

#### **Made For Excellence conferences 2024**

Not Applicable; one (1) or two (2) Team Leaders

#### **Advanced Leadership Academy conferences 2024**

Not Applicable; one (1) or two (2) Team Leaders

Individuals should have experience in public speaking, motivating and/ or mentoring students, classroom, or meeting management, be able to take constructive feedback and coaching, and work independently, as well as part of a team. Experience with conference facilitation is required. Team Lead for MFE and ALA requires at least one year of facilitation experience with California FFA. For MFE Team Leader, experience facilitating MFE is preferred, but not required.

#### **Complete the Cognito Forms Application linked below:**

<https://www.cognitofrms.com/CaliforniaFFAAssociation/2024MFEALATeamLeaderApplication>

#### **Made For Excellence 2024 Application Due by:**

November 15, 2023 *\*or next business day when this date occurs on weekend/holiday*

#### **Advanced Leadership Academy 2024 Due by:**

November 15, 2023 *\*or next business day when this date occurs on weekend/holiday*

***If you have any questions email Mrs. Jasmine Standridge:***

*jstandridge@californiaffa.org*

## CONFERENCE TEAM LEADER DESCRIPTION

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Conference Team Leaders will serve as the on-site manager for in-person and online conferences. The Team Leader will assist with and be responsible for coordinating preparation, travel and on-site/online logistics, the delivery and evaluation of conference curriculum, and will manage and provide support and coaching for all Facilitators, under the supervision of state staff. The Team Leader will report to and work closely with the State Leadership Development Coordinator and the Asst. State FFA Advisor, with additional duties as assigned.

*\*The team leader is not encouraged or expected to defer their semester/ quarter of college.*

### Team Leader position requirements:

- At least one year of facilitation experience with California FFA with either GLC or MFE/ALA, or having already served in a Team Leader capacity during another conference
- Be able to think strategically and big-picture logistically while coordinating the event
- Be able to lead groups of peer facilitators and staff, often who are close in age, and manage conflict
- Demonstrate respect and professionalism when interacting with host sites and teachers, while also clearly communicating needs and expectations
- Possess excellent facilitation skills and the ability to coach others in their development
- Be able to multitask and balance multiple issues and priorities at the same time
- Be able to work independently while supervising a conference team, and as part of a greater team of staff
- All requirements of a Leadership Conference Facilitator
- Staff **should not** take the semester or quarter off

### General Notes:

- Most MFE and ALA conferences are scheduled during the first eight weekends of January and into February on Fridays/Saturdays, with a few back-to-back conferences on Sundays/Mondays.
  - Staff should plan to miss a minimum of two days of school, but as many as ten days with travel depending on how staff structure their Friday class schedule.
- Staff should consider modifying their academic schedule to allow for free days or flexible courses. Staff should communicate with instructors to notify them in advance of their absence; they will receive a letter from the state describing the responsibilities of this opportunity that can assist with missing school. The Team Leader will mentor and provide guidance on creating work/ academic life balance.

## COMPENSATION

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- **Made for Excellence (MFE) & Advanced Leadership Academy (ALA)**  
*State Officer Internship @ N/A* *Team Leader (TL) @ 200/conf.*
- **Training Stipend**  
*Team Leader @ TBD; approx. TBD /day*
- Travel, lodging and meal expenses will be paid as per state association guidelines
- Business casual dress is required for Team Leaders
- Name tag will be provided

# MAJOR RESPONSIBILITIES BY CONFERENCE

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## MADE FOR EXCELLENCE (MFE)

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Contract: December 1, 2023 to March 1, 2024

L1 (State Officers)/ Team Leader

Approx. 12:30 pm to 8:30pm, 8am to 11am (11 hours) + setup/re-set/teardown

*Personal development starts with the individual. Self-discovery of talents, strengths, interested and personal character are emphasized as the individual is channeled to discover their passion in life. This conference focuses on "ME: one's personal skills and development of the ability to be successful." | 180-240 sophomores per conference*

General major responsibilities include, but are not limited to the following:

- Review curriculum, content resources and texts, staff development and supply management
- Attend a Team Leader Training prior to the large group training seminar:
  - **Dates will be determined based off the TL & LDC schedules**
- Lead and coach team in winter large group training seminar:
  - **Training 1 – Wednesday, December 6 to Saturday, December 9, 2023**
  - **Training 2 – Monday, January 9 to Tuesday, January 10, 2024 – Req. Dates, Tentative**
- Serve as the on-site manager for eight to nine conferences, typically held one site per region
  - Management of supplies
  - Supervise set up/ host site check in
  - Manage/coach (Fri 12n to Sat 11a)
  - Assist teachers as needed
  - Conference tear down
  - Evaluate and coach team

## ADVANCED LEADERSHIP ACADEMY (ALA)

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Contract: December 1, 2023 to March 1, 2024

L1 (State Officers)/ Team Leader

Approx. 12:30 pm to 8:30pm, 8am to 11am (11 hours) + setup/re-set/teardown

*Once a leader is comfortable with their own self and self-purpose, they can discover how to work with others and establish a goal. The process for analyzing program needs and planning a project or event is the focus of this conference as students discover how to be teams of innovative leaders in their chapter. This conference is about "WE: the individual leader, their relationships with others and how to establish common vision." | 180-240 juniors/ conf.*

General major responsibilities include, but are not limited to the following:

- Review curriculum, content resources and texts, staff development and supply management
- Attend a Team Leader Training prior to the large group training seminar:
  - **Dates will be determined based off the 2 TL & LDC schedules**
- Lead and coach team in winter large group training seminar:
  - **Training 1 – Wednesday, December 6 to Saturday, December 9, 2023**
  - **Training 2 – Monday, January 9 to Tuesday, January 10, 2024 – Req. Dates, Tentative**
- Serve as the on-site manager for eight to nine conferences, typically held one site per region
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  - Manage/coach (Fri 12n to Sat 11a)
  - Assist teachers as needed
  - Conference tear down
  - Evaluate and coach team

Example conference timeline (not actual conference dates)

- JANUARY
  - W2 – MFE/ ALA (Fri, Sat), MFE/ ALA (Sun, Mon)
  - W3 – MFE/ ALA (Fri, Sat)
  - W4 – MFE/ ALA (Fri, Sat), MFE/ ALA (Sun, Mon)
- FEBRUARY
  - W1 – MFE/ ALA (Fri, Sat)
  - W2 – MFE/ ALA (Fri, Sat)
  - W3 – MFE/ ALA (Fri, Sat), MFE/ ALA (Sun, Mon)

# **APPLICATION INSTRUCTIONS**

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**1. Completed official Application Cognito Form, included in the position job posting.**

***If Needed:***

**2. Zoom Interview**

- Zoom interviews may be conducted to determine work ethic, ability to lead a team and motivation for being a conference team lead.
- A Zoom interview sign-up sheet will be sent out to applicants after the due date of applications.
  - o Depending on the number of applicants, a paper screening may take place prior to Zoom interviews.