



CALIFORNIA ASSOCIATION OF THE FUTURE FARMERS OF AMERICA

POSITIONS AVAILABLE CONFERENCE TEAM LEADER and CONFERENCE FACILITATOR 2024 Greenhand Leadership Conference

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 Assistant State FFA Advisor for the purposes of delivering and coordinating the California FFA Leadership and Personal Growth Development Continuum.

Greenhand Leadership Conferences 2024

Twenty-two (22) L1 or L2 Leadership Facilitators and five (5) Team Leaders

Upload your resume, photo and fill out the Cognito Form link below:
<https://www.cognitoforms.com/CaliforniaFFAAssociation/2024GLCFacilitatorApplication>

If you have issues accessing the form, please email Mrs. Jasmine Standridge at:
jstandridge@californiaffa.org

Cognito **application** including a **resume**, and a **professional photo** **DUE** by:

Greenhand Leadership Conference 2024
June 14, 2024 **or next business day when this date occurs on weekend/holiday.*

CONFERENCE TEAM LEADER DESCRIPTION

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, MFE/ALA, CMS 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 GLC conferences are scheduled during September and October over a three to four-day period, typically including week days.
 - Staff should plan to miss a minimum of four/five days of school, but as many as eight days with travel depending on conference scheduling, host sites and their classes. The aim is for conferences to take place within the first weeks of university starting, which reduces the impact of missed days (for those at a UC or Poly, this may be before courses begin).
- 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

- **Greenhand Leadership Conference (GLC)**

Level I (L1) @ \$150/conf.

Level II (L2) @ \$175/conf.

Team Leader @ \$200/conf.

- **Training Payment**

Facilitator @\$ 600

Team Leader @ \$700

- Travel, lodging and meal expenses will be paid as per state association guidelines
- Official uniform and name tag will be provided

MAJOR RESPONSIBILITIES BY CONFERENCE

GREENHAND LEADERSHIP CONFERENCE (GLC)

Contract: July 1, 2024, to November 1, 2024,
Approx. 7:30 am to 3:30pm (8 hours) + setup/reset/teardown

L2 (Returning Staff)/ Team Leader

Introduces students to the benefits and opportunities in Agricultural Education, including SAE and FFA. This conference is the “hook-line-and-sinker” to get students to buy into Agricultural Education throughout their four years in high school. | 180-200 freshmen 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:
 - **July 30, 2024**
- Lead and coach team in summer large group training seminar:
 - **Large Group Training: Wednesday, July 31 – Saturday August 3, 2024, Required Dates**
- Serve as the on-site manager for five to six conferences, never more than seven: typically, at two sites
 - Management of supplies
 - Supervise set up/ host site check in
 - Manager/coach (8a to 3p)
 - Assist teachers as need.
 - Conference tear down
 - Evaluate and coach team

Example conference timeline (not actual conference dates)

- **SEPTEMBER**
 - W1 – NA
 - W2 – Labor Day (Mon)
 - W3 – Poly/ UC System Starts; Team 1 (Wed, Thu)
 - W4 – Team 2 (Tues, Wed, Thu); Team 3 (Wed)
- **OCTOBER**
 - W1 – Team 2 (Tue, Wed); Team 1 (Wed, Thu, Fri)
 - W2 – Team 4 (Tue, Wed, Thu, Fri); Team 3 (Tue, Wed, Thu, Fri)
 - W3 – Team 5 (Tue, Wed, Thu, Fri); Team 3 (Tue, Wed, Thu)
 - W4 – NA
 - W5 - National FFA Convention

APPLICATION INSTRUCTIONS

1. Complete official Cognito Form application

Resume

Resumes will be reviewed to determine facilitation, teaching, speaking and coaching experience:

- Prioritize experiences listed on your resume to appropriately identify these areas.
- Provide three references that possess knowledge of your experience in facilitation, teaching and public speaking with appropriate contact information and your relationship.

Professional Photo

The professional photo will only be used to put a face to the name.

- The photo should be from the shoulders up with the applicant in at least business casual attire.
- Examples of photos: senior photos, photos from previous work experience, job fair head shots etc.

2. First Year Applicant Zoom Interview

Zoom interviews will be conducted to determine work ethic, ability to lead a team and motivation for being a conference facilitator and/or team lead.

- First year presenters **MUST** complete a Zoom call with the Leadership Development Coordinator
- An interview sign-up sheet will be sent out to applicants after the due date of applications