

Youth Legislature Program Director Boys & Girls Clubs of Metro Louisiana Baton Rouge, Louisiana

Email resume to paula@bgcmetrolouisiana.org

Youth Legislature Program Director is **responsible for planning, developing and implementing the Youth Legislature program**. Plan and carry out eight sessions from start to finish including more than 50 schools throughout Louisiana with nearly 2,000 middle school students per year.

Work Location: Baton Rouge, Louisiana Metro Area

Program Director duties and responsibilities

- Maintain relationship with all schools
- Securing facility for sessions
- Securing Voting Machines
- Scheduling all School
- Responsible for accurate management and documentation of registration
- Responsible for accurate management and documentation of fees
- Hire, train and manage staff of 9 during sessions
- Plan programs from start to finish
- Yearly update of all training materials
- Updates Web & Social Media
- Ordering all supplies
- Delegating tasks to staff

Education/Qualifications:

- College Degreed
- Computer literate with knowledge of Microsoft Office; specifically excel spreadsheets.
- Excellent oral and written communications skills.
- Excellent organizational and planning skills.
- Ability to effectively interact and communicate with all
- Physical ability to work around students including sitting, standing, running and climbing stairs.

Youth Legislature

Duties Timeline

June-July

Review and update Teacher Registration Packets and Staff Packets

August

Reserve dates for Session

Compile Teacher and Student Packets

Send Excel sheet to each school with invitation

Update website with dates

Update Social Media Facebook, create Events for each session

Early Work-

1. Create/Update Excel Sheet per school
2. Create Name Tag Add-ons
3. Committee Packets-Amendment Forms
4. Evaluations/Envelopes

September

Begin Registering Schools

Compile Packets for Visiting Schools and Press

October

Registration Due

Schedule and meet with all new schools for training

Process all Registration Fees

Enter all Registrations in Excel Spreadsheet

Add YL date to website calendar

November

Bills, Candidate, Press & CC's names are due

Send emails confirming dates and reminder of any missing fees and materials

Update bill book covers with school names and dates

Create Certificates & Name Tags

Prepare excel sheet for mail merge of certificates and name-tags

Print Voting Cards

Contact SOS reserve voting machines and sign contract

December

Review all bills and start compiling bill books

Confirm dates at the Capitol

Send confirmation letters to schools on final numbers

Order Paper & Supplies, nametags, card stock, etc.

Order awards Governor, House and Senate officers & Outstanding Legislature and staff nametags, if needed

Order HOF pins and ink pens

January

Continue compiling bill books

Draft letter for schools to send to reps & Sen. Inviting to closing

Order T-Shirts

Contact staff about returning and hire if needed.

Prepare: staff packets and school registration packets

Set date and notify Staff of YL Staff meeting

Prepare and complete all staff documents

February

Staff Training

Notify schools for book & T-shirt pick-up and delivery

Meet with OSC about tables, chairs, committee rooms & microphones, set-up, parking, lunch area, staff room, etc.

Compile Teacher Packets

Complete Nametags & Certificates, Voting Cards

Send invitations to principals & board about YL

Create Packets for Visiting Schools and Press

Send email to teachers to contact legislators and invite to session

March

Notify media of dates and appear on local stations

Conduct sessions at Capital

April-May/After Each Session

Add Hall of Fame to excel sheet and email to teachers, principals

Ask them to forward to their webmasters

Post Hall of Fame students & pictures on web site and YL FB

Send Ascension school pics and info to Ascension Magazine

Create a

After all Sessions

Send Thank you notes Schools, Teachers, Volunteers, Staff, OSC

Go over teacher evaluations