



## Assistant Director - Job Description/Expectations

### **Overview:**

The RYLA Assistant Director will assist the Director in overseeing the operations of the District RYLA program. The Assistant Director demonstrates organizational, leadership and problem-solving skills and is a role model for the counselors and participants.

### **Pre-Conference Expectations**

1. Attend RYLA committee planning meetings throughout the Rotary year.
2. Assist with the rain plan in cooperation with the Conference Chairperson(s) and Director.
3. Other tasks as assigned by the Director or Conference Chairperson(s).

### **Daily Conference Expectations**

#### **Sunday**

1. Attend the meeting with the Director and Conference Chairperson(s) for updates and check in.
2. Attend the Committee Chairperson's welcome and in-service for staff.
3. Assist the Director at the staff in-service for counselors.
4. During the check-in time for students – Assist the counselors and welcome family members.
5. Assist in welcoming the students.
6. Attend the key note speakers' session.
7. Attend the social sessions.
8. Be present and be seen in the residence halls.
9. Other tasks as assigned by the Director.

#### **Monday – Wednesday**

1. Attend breakfast meetings with Messiah, Conference Chairperson(s), Director and the counselors to review the activities and sessions for the day.
2. Be present for all sessions, social times and recreational activities. Lend assistance as needed to speakers, staff and students.
3. Be seen in the residence areas.
4. Assist students with signing-up for the Career Seminars.
5. Assist the Director and counselors with the Career Seminars.
6. Other tasks as assigned by the Director.

#### **Thursday**

1. Attend the talent show and assist as needed.
2. Meet and greet Rotary guests and families at the stand-up reception.
3. Assist greeters in handing out programs.
4. Other tasks as assigned by the Director.

### **Rotary Nondiscrimination Statement**

*As a global network that strives to build a world where people unite and take action to create lasting change, Rotary values diversity and celebrates the contributions of people of all backgrounds, regardless of their age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientation, and gender identity. Rotary will cultivate a diverse, equitable, and inclusive culture in which people from underrepresented groups have greater opportunities to participate as members and leaders.*