

## Director - Job Description/Expectations

### **Overview:**

The RYLA Director oversees the operations of the District RYLA program. The Director demonstrates organizational, leadership and problem-solving skills. The Director is a role model for the counselors and participants. The Director serves as the liaison between the counselors and the RYLA Conference Chairperson(s). In addition, the Director will assign specific tasks from this job description to the Assistant Director.

### **Pre-Conference Expectations**

1. Attend RYLA committee planning meetings throughout the Rotary year.
2. Communicate and be available to help the Conference Chairperson(s).
3. Attend meetings with the Conference Chairperson(s) and the Messiah Conference services staff.
4. Provide equipment for the conference activities and medical supplies.
5. Check the Messiah pre-conference agreement for available fields and courts for activities.
6. When needed have a rain plan in cooperation with the Conference Chairperson(s).
7. Prepare the career seminar sign-up sheets.
8. Select the counselors and communicate with them regarding conference information. Provide updated information to the Conference Chairperson(s).

### **Daily Conference Expectations**

#### **Sunday**

1. Meet with the Conference Chairperson(s) for information and updates.
2. Attend the Committee Chairperson's welcome and in-service for staff.
3. Lead the staff in-service for counselors. Review the job description, expectations and responsibilities.
4. Assign the recreation responsibilities and discuss the locations for recreation. Hand out the recreational sign-up sheets. Explain the back-up plan in case of inclement weather.
5. During the check-in time for students – Assist the counselors and welcome family members.
6. Lead the counselors and students to the photo staging area and assist as needed.
7. Welcome students and cover the following: Staff introductions, Conference rules and expectations, Career Seminars, Sign-up to introduce guest speakers and the recreational activities, Recreational activities, and Explain the music program
8. Attend the key note speakers' session and assist as needed.
9. Attend the social session and assist as needed.
10. Be present and be seen in the residence halls and assist as needed.
11. Secure the checks from the RYLA Treasurer for the staff. (Distribute on Thursday).

#### **Monday – Wednesday**

1. Attend breakfast and lead the meeting in coordination with the Conference Chairperson(s) to review the activities and sessions for the day. Give the exact attendance count to the Conference Chairperson(s) on Monday morning.
2. Be present for all sessions, social times and recreational activities. Lend assistance as needed to speakers, staff and students.
3. Welcome the guest speakers.
4. Check the certificates and alert Melissa to misspellings so she has time to print new certificates.
5. Sign the certificates.
6. Be seen in the residence areas and assist as needed.

7. Career Seminars-Place the sign-up sheets in the lobby of the lecture hall for students to sign-up for the Tuesday and Wednesday night career sessions. Explain to the students on Monday evening what will take place during these sessions and the purpose of having these volunteer speakers. Tuesday afternoon and Wednesday afternoon write the career topic on a sheet of paper and tape it to the assigned room. Meet and greet the career speakers/guests at dinner or in the lecture hall. Some speakers will come for dinner so have meal tickets available.
8. All counselors will assist in making sure the career seminar speakers are in their rooms and report back to the Director if someone is not in attendance so it can be communicated to the students to select another topic for that time slot.
9. Select (with the help of the counselors) 2 M.C.'s; 1 4-way test reader; and 1 pledge of allegiance leader. Send names to Melissa for the family night program. Meet with the selected students and explain their part in the family night awards program.
10. Select the greeters that will be handing out the program on Thursday evening.

## **Thursday**

1. Meet with Messiah conference staff, Conference Chairperson(s), music staff and video tech person. Coordinate needs for the stage set-up – reserved seating area, flag stands and set-up, 4-way test banner, band and chorus, podium and large screen for the RYLA experience video.
2. Assessments - need pencils and phone.
3. Attend the talent show and assist as needed.
4. While the talent show is going on get the certificates, coins, photos ready for each counselor.
5. Select award winners (8). Staff input is required.
6. Hand out checks to the staff.
7. Prepare remarks for the Family Night Awards presentation.
8. Meet and greet Rotary guests and families at the stand-up reception.
9. Assist greeters in handing out programs.
10. Give remarks and introduce the staff.
11. Announce the award winners in coordination with the Conference Chairperson(s).

## **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.*