

YOUTH & GOVERNMENT™

We build strong kids, strong families, strong communities.

The Advisor

The most important element of the Youth & Government Program is the Advisor. The success of the program is dependent on how well prepared an advisor is for his/her role.

The advisor's job is one of facilitating a positive experience for the young people who participate in the program. The job includes many responsibilities like:

- Recruit students.
- Recruit volunteers.
- Make contact with the state director.
- Develop the schedule of meetings.
- A calendar with projected dates for accomplishing specific tasks.
- Be available to provide information and assistance to the delegates as they prepare for their roles.
- Collect delegation applications and fees
- Develop the whole student and not just the mind.

Each delegation must provide one advisor. The ideal ratio for advisors is one for every fifteen youth.

At least one advisor must be over 21 years of age. Advisors under 21 must be approved by the Y&G Executive Director in advance of their being accepted into the program.

The advisor should receive an orientation and training needed to effectively function in the YMCA's Youth & Government program.

Note: To function effectively in the statewide Youth & Government Program, the advisor should plan to attend one Advisor training each year.

Indiana YMCA Youth & Government
615 N. Alabama Street, Suite 200
Indianapolis, IN 46204
(317) 266-9622 * Fax: (317) 266-2845
www.indymca.org

Mission: To ensure that leadership, democracy, and the YMCA Core Values of Honesty, Caring, Respect, and Responsibility are learned by each generation.

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Job Description for an Advisor

- Be at least 21 years of age (unless written request for waiver has been submitted and approved by the Executive Director of the YMCA Youth & Government Program).
- Must have a minimum of one advisor over 21 for every 20 delegates.
- Be removed from being a Youth & Government delegate for at least one year.
- Be a mature, dependable and responsible individual.
- Relate well to and enjoy working with high school age youth.
- Have group facilitation experience or be willing to receive training in this area.
- Be familiar with and dedicated to the Mission of the YMCA, and committed to the four core values of the YMCA.
- Having a basic understanding of state judicial and legislative processes is helpful.
- Be a positive role model to delegates and an effective representative of the program.
- Be organized, attentive to detail, and have good follow through skills.

RESPONSIBILITIES:

1. A YMCA Youth & Government Advisor's job includes recruiting, training, and supervising high school youth to form a delegation.
2. The Advisor facilitates a team building process where learning, individual growth, and skill development are encouraged.
3. The health and safety of participants is an ongoing responsibility. Advisors should be aware and abide by current accepted YMCA health and safety standards.
4. Receive, read and understand all program bulletins and assure all deadlines are met.

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5. Ensure that the Y&G program and local YMCA policies are adhered to at all times.
6. Ensure that the Y&G Code of Conduct is understood and agreed to by all delegates and parents. In accepting this position each advisor also commits to this code.
7. Develop a schedule and meetings to plan special events/fundraisers, and to prepare delegates for their roles in Indianapolis. Attend all meetings.
8. Develop, monitor and adhere to a budget in conjunction with local YMCA staff.
9. Work with delegates to develop a process for bill development and selection. Ensure that appropriate bill formats are followed.

Advisor's Role at Conference

- Providing Adult supervision to the delegation
- Providing support to Conference staff by being open and available for duties.
 - Night Duty
 - Committees
 - Court
 - Page Program
 - Structured activities
 - Set-up for activities
 - Capitol Sweep Crew
 - House and Senate

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