**GENERAL INFORMATION**

TASC provides summer leadership workshops of high quality and significant value to student councils in Texas. The success of the workshop program depends on the adults who give their time and talents each summer. The roles of both the director and the consultant, although very different, are vital to accomplishing the goals and objectives of this TASC program.

Student council advisors with the skills, interest, and time to serve in this capacity are encouraged to participate in the training program. TASC is interested in developing adult leaders who are willing to commit to student leadership instruction through TASC.

It is important that all summer workshop consultants/directors have experience and knowledge in these areas: working with students, student council operations and procedures, and the goals and purposes of TASC.

Therefore, qualifications to enter the training program include:

1. **Five (5) years of experience in education;**
2. **Three (3) years of experience as a local student council advisor;**
3. **At least three (3) years of experience on staff at a TASC Summer Workshop**

If these qualifications are met, submit the followingto TASC:

1. **A cover letter outlining interests, your council’s involvement at the local, district, and state level, and understanding of the TASC Summer Leadership Workshop goals and purposes;**
2. **The completed application;**
3. **Written recommendations by at least two adults who are familiar with the TASC workshop program (preferably a current director or consultant with whom you have worked).**

Please review the attached Workshop Goals and Purposes, as well as the job descriptions of a workshop director. If qualifications are met, please apply to TASC and submit the required items by November 1, prior to the summer the applicant would like to begin the program.

**TRAINING PROGRAM GUIDELINES/EXPECTATIONS**

Once accepted, applicants will become a Director in Training (DIT). The training program is divided into two levels, with at least one year or more spent at each level. No more than one DIT per workshop will be assigned, and the DIT will be required to train with at least two different directors. There is no guarantee that a DIT will get their own workshop in any certain number of years.

**DIT OBSERVATION LEVEL**

* DIT will report to the workshop one day early with the director, based on the supervising director’s schedule, and will remain at the workshop through the completion of director duties.
* DIT registration fees, including room and board, will be complimentary.
* DIT will "shadow" the supervising director, observing activities and techniques.
* DIT may be given specific jobs or duties, but the primary purpose of the role is to develop an understanding of the job and the goals and curriculum of the workshop. It is important in the first year to determine your comfort level in the position.
* DIT will spend time observing each staff position at the workshop.

The supervising workshop director and consultant will provide an evaluation to the TASC Director. The DIT and the trainer will determine areas to be addressed in the development as a director. The progression from observation level to application level will be determined by the TASC Director and will be based on feedback from the DIT and the supervising director.  Upon successful completion of the observation level, the DIT may also be invited to attend the weekend planning meeting for directors and consultants held in January.

**DIT APPLICATION LEVEL**

* DIT will report to the workshop one day early with the director, based on the supervising director’s schedule, and will remain at the workshop through the completion of director duties.
* DIT must attend the workshop without the responsibility of a hometown delegation.
* DIT registration fees, including room and board, will be complimentary.
* DIT will be provided a $100 stipend plus reimbursement for one-half of travel and other expenses.
* DIT will review and assist in the completion of TASC and university forms and paperwork.
* DIT will take an active role in the daily operations of workshops.

The supervising workshop director and consultant will provide an evaluation to the TASC Director. Upon successful completion of the application level, the DIT may be invited to serve as a director at a TASC Summer Workshop; however, there is no guarantee as it is based on TASC needs. The TASC Director will determine placement and will be based on the availability of a site. If a workshop placement is not possible, the DIT may continue to serve as an assistant until a workshop is available.

**Director in Training Program Application**

**Email the application with attached recommendations and a cover letter by email to** **Patty@tassp.org****.**

**To be considered for the current year assignment, the application and all supporting materials must be returned by November 1.**

Name:

School:

Preferred Mailing Address:

Preferred phone #:

Preferred email address:

Years in Education:

TASC Summer Workshop Experience (years/locations/positions):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| RATE YOURSELF ON THE FOLLOWING | exceptionally strong | above average | average | needs work | not a strength |
| Ability to effectively communicate with youth | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Ability to effectively communicate with adults | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Models the expectation of an Outstanding Student Council (based on State Report Requirements) | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Ability to motivate young people | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Ability to plan and organize activities | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Ability to work harmoniously with other adults | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Ability to work with a customer service-friendly mindset | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Attention to detail/organization | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Stage presence | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Understanding the goals of a TASC Workshop | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Understanding the function of a student council | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| Ability to remain calm and friendly when stressed | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

What is your greatest strength?

What is an area you’d like to develop?

Involvement with youth in student council or other organizations/activities that you feel enhances your potential as a consultant or director:

Other information you’d like to share, as related to this position:

**SUMMER LEADERSHIP WORKSHOP GOALS & PURPOSES**

**Mission Statement:** TASC summer leadership workshops will provide students with experiences and training that will develop leadership skills designed to improve the effectiveness of local-level student councils and prepare students for lifelong leadership roles.

Workshop curriculum is based on the belief that leadership skills can be acquired through instruction, experiential learning activities, and practice. Participants in a TASC Summer Leadership Workshop will be provided with experiences that teach concepts needed to operate an effective student council and develop leadership skills. Participants should expect to gain an understanding of the four major areas of competency outlined below:

**I. Student Council Operation**

* Purpose and functions of a student council (based on *TASC Minimum Standards*)
* Concept of being governed by a local constitution
* Budgets and financial structure
* Relationship to school administration
* Officer & member job descriptions
* Basic meeting skills (parliamentary procedure, agendas, minutes)
* Voting and election procedures

**II. Project Planning**

* Steps to design, implement and complete projects
* Brainstorming
* Project proposals
* Evaluation tools
* Organization and function of committees
* Idea sharing
* Public relations and marketing of events

**III. Team Building/ Group Dynamics**

* Purpose of groups and teams
* Respect for others and diversity in groups
* Group processes and decision making
* Group and business etiquette
* Conflict management
* Listening and communication skills

**IV. Personal Leadership**

* Goal setting
* Time and resource management
* Ethics and decision making
* Self evaluation and awareness
* Public speaking and presentation skills
* Civic responsibility
* Personality styles
* Leadership styles

**DIRECTOR JOB DESCRIPTION**

1. The workshop director shall be responsible to the TASC Director for all logistical aspects of the workshop.
2. The workshop director shall be responsible for coordinating workshop details with:
	1. The host university
		1. Initial contacts should be made no later than February 1 after being given by TASC Director.
		2. A preliminary trip to the campus should be planned in the early spring, if necessary, with the permission of the TASC Director.
		3. The Director should review all written communications, including contracts.
		4. With university liaison, arrange for meting space, room & board details, and audio-visual needs.
		5. At specific times, provide all guaranteed numbers to the university.
	2. With the workshop staff
		1. Confirm the basic schedule and details for the information page with the consultant by March 1.
		2. Confirm the supplies and activities with the consultant by May 1.
		3. Contact and invite selected Junior Counselors after the TASC planning meeting.
		4. Recruit and invite all staff.
		5. Communicate job descriptions and expectations with all staff before the start of the workshop.
		6. Communicate with the assigned DIT/CIT, if applicable.
		7. Coordinate on-site planning/preparation meetings with consultants and JCs.
		8. With consultants, plan on-site staff meetings (council sponsors, deans, etc.).
	3. With the TASC Director/office
		1. Directors are expected to attend the annual training/planning meeting with the TASC Director and other workshop staff. Customary travel expenses will be paid.
		2. Provide a written list of workshop staff members to TASC as information becomes available. Include the number of spaces to be held at the workshop for staff member’s school.
		3. Review and edit the workshop brochure and forms by early March.
		4. The director shall be responsible for compiling and mailing or emailing all workshop reports to the TASC office within 10 days of the conclusion of the workshop. Refer to the Final Report checklist.
		5. Within 10 days of workshop completion, provide a written summary of all evaluation techniques reviewed to the TASC Director.
3. The director will supervise all workshop activities.
	1. Preregistration: collect and organize all workshop individual registration forms and ensure that all participants are accounted for.
	2. Arrange for all group and housing assignments according to TASC policy and university requirements.
	3. The Director will accept and account for all money collected on-site, provide appropriate safeguards for these funds, and submit to TASC within 10 days following the workshop.
	4. Ensure that all facilities are available when needed (rooms, audio-visual needs, etc.)
	5. Provide each person with a schedule (provided by the consultant) and will see that deviations from the printed schedule are kept to a minimum.
	6. The director will administer the budget for the workshop and sign for purchases made within the budgeted funds. No money collected at the workshop is to be used for these purchases. The director is to pay for supplies and will be reimbursed after the workshop. This may include consultant expenses.
	7. The director will enforce the student and advisor participant commitments (the form is board policy).
	8. The director will make provisions for the security of students and advisors and their property.
	9. The director will see that rooms are checked each night at curfew. Any student missing for over two hours shall be reported immediately to the TASC Director.
	10. The director shall support and enforce all TASC policies.
	11. It is the responsibility of the workshop director to ensure that a relevant daily program is provided for non-staff advisors at the workshop.
	12. The director shall check with the university for any damage and cross reference dorm check sheets and facilities for damage upon completion of the workshop. Any damage is to be charged to the person(s) responsible.
4. The director shall engage in ongoing evaluation of workshop effectiveness utilizing a variety of evaluation techniques, including but not limited to school evaluations.
5. The director shall perform any other duties required to aid in the success of the workshop.