

# ELEANOR ROOSEVELT CENTER

## GIRLS' LEADERSHIP WORLDWIDE 2017

### GROUP LEADER JOB DESCRIPTION

The Eleanor Roosevelt Center's (ERVK) Girls' Leadership Worldwide (GLW) program holds two exciting ten-day programs each summer for high school girls who have a demonstrated commitment to making a difference in their communities and world. With Eleanor Roosevelt's life and legacy as a model, participants bring their passion and leadership potential to life through a series of interactive workshops, field trips to the United Nations in New York City and other significant sites, and supportive relationships with inspiring female mentors and peers. The program is based at ERVK, which is located at Val-Kill, the Eleanor Roosevelt National Historic Site in Hyde Park, NY. Participants are housed at Dutchess Community College for the duration of the program. For more information, please visit our website, [www.ervk.org](http://www.ervk.org).

**\*Please email a cover letter and your resume to: [glw@ervk.org](mailto:glw@ervk.org) with subject line: Group Leader**

<b>Position Summary:</b>	Group Leaders help with all aspects of each day's workshop activities and field trips, facilitate nightly small group meetings, and supervise participants on campus each night. Group Leaders reside at the dorm with the girls. They play a critical role in the success of the program because they have the most direct contact with the participants, and set the tone to create a supportive, healthy learning community. Group Leaders work under the direct supervision of the Program Manager and Dorm Director.
<b>Qualifications:</b>	College junior, senior or recent graduate required. Previous experience as a college Residence Assistant or Camp Counselor desired. Demonstrated leadership and/or facilitation experience required. First Aid and CPR certifications preferred.
<b>Working Conditions:</b>	Group Leaders share responsibility for maintaining a safe and supporting environment for all participants in GLW. Group Leaders will be required to live, eat and participate in activities with the participants. Each Group Leader will be assigned a group of six girls out of 30-36 participants for whom the Group Leader assumes special responsibility. For the ten days of each program session, Group Leaders are on duty 24 hours a day, unless otherwise instructed. Group Leaders will be relieved for breaks on a regularly scheduled basis.
<b>Job Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Work closely with other Group Leaders and support one another. Attend GLW team meetings.</li> <li>• Develop strong facilitation, effective communication and other skills by participating in Group Leader Orientation and GLW workshops.</li> <li>• Facilitate small group dialogues as needed during the day's workshops and as part of the evening's reflection of the day's experience.</li> <li>• Assist with the daily task of creating and maintaining the smooth flow of program activities.</li> <li>• Develop and implement program activities, as needed.</li> <li>• Each evening, facilitate an evaluation of the day's activities, as well as prepare the girls for the next day's activities.</li> </ul> <p><i>* See attached Staff Expectations for additional responsibilities.</i></p>
<b>2017 Position Specifics:</b>	<ul style="list-style-type: none"> <li>• <i>Required Dates:</i> <ul style="list-style-type: none"> <li>○ Staff Training: Tues-Thurs July 4 - 6, Thurs, July 20</li> <li>○ Session 1: Friday, July 7 – Sunday, July 16</li> <li>○ Session 2: Friday, July 21 – Sunday, July 30</li> </ul> </li> <li>• <i>Stipend:</i> \$950 per session, for a total stipend of \$1900.</li> <li>• <i>Other:</i> Room, board, activity fees and materials are all covered by the Eleanor Roosevelt Center. Spending money for souvenirs or personal items will not be provided.</li> </ul>

