

ELEANOR ROOSEVELT LEADERSHIP CENTER

2018 GIRLS' LEADERSHIP WORLDWIDE

STAFF EXPECTATIONS

Our goal is to have each participant gain confidence, acquire new skills and enhance existing ones, so that she is better equipped to impact the world in her own, unique way. Together, all of us will work to ensure that each participant is included and empowered.

Leadership – *A staff member holds a position of responsibility and will need to exercise authority in some situations. A staff member is expected to do the following:*

- Serve as a role model for responsible behavior and personal integrity; exercise good judgment.
- Know and orient participants to GLW and campus rules, procedures, and community norms.
- Know and educate girls to GLW and campus emergency procedures.
- Assume a leadership role in crisis (e.g., fire or other emergency).
- Work closely with other Group Leaders and support one another.

Community Building – *Develops a positive residential community that promotes understanding, support and responsibility that are consistent with the mission of ERVK and GLW.*

- Create an environment in which all views can be voiced, heard respectfully and fully explored.
- Establish community norms and ground rules to ensure open honest communication.
- Promote an environment which celebrates cultural diversity and understanding.
- Work with other staff to ensure the balance of individual and communal rights and responsibilities.
- Be sensitive to the needs of everyone and help the girls to be aware of each other's concerns.
- Mediate conflict and help participants to take responsibility for their community.
- Help establish community norms and ground rules to ensure open and honest communication.
- Have FUN! Learning is much more effective when we are rested, feeling good and having fun!

Supervision – *Assist with the daily task of creating and maintaining the smooth flow of program activities.*

- Ensure every participant is where they need to be for scheduled activities.
- Know the whereabouts of participants and other staff at all times.
- Oversee the safe conduct of activities, especially field trips.
- Understand and interpret the history, mission and goals of ERVK and GLW to participants and other constituent groups.
- Assist with set-up, facilitation, break-down, and cleanup of all workshops and activities, as needed.
- Ensure participants are prepared, actively participating, asking good questions, absorbing information.

Counseling/Advising – *Participants may seek advice from staff members. We ask that staff members:*

- Be an active and effective listener.
- Communicate support without assuming responsibility for the problem or for the decision-making.
- Identify crises that require immediate attention and work with Program Director and other staff to address and resolve problems.
- Maintain confidentiality of both the private conversations with participants and staff discussions.

Personal Conduct – *A staff member is expected to be professional at all times; to serve as a role model; is basically always "on-duty" and is expected to do the following:*

- Be a responsible and professional community leader.
- Exercise common sense, mature, good judgment in interactions/relationships with other staff members, participants, parents, program partners and guests.
- Follow the GLW community norms and campus rules.

Team Skills - *To work effectively staff members are expected to do the following:*

- Attend and contribute to GLW team meetings.
- Work cooperatively with staff on projects and shared tasks.
- Offer and accept constructive feedback.