

## **FUTURE BUILDERS OF AMERICA LEADERSHIP SUMMIT JOB DESCRIPTIONS**

Thank you for your interest in participating at the FBA Annual Leadership Summit. Below is a description of the volunteer opportunities that are available to you. We are so excited that you are considering becoming part of the staff for this amazing event and look forward to working with you throughout the Summit. We highly recommend that you participate in the monthly conference calls to stay informed of any changes that may occur, especially during the weeks leading up to the Summit.

**TEAM LEADER:** Your major role is to make sure that your students are accounted for and are participating in the various activities that are scheduled throughout the weekend. This position requires that you be able to participate in the Summit for **ALL** four days beginning at 9 AM on Thursday and ending at 11 AM on Sunday. You will be provided with a detailed schedule on where your teams need to be and when. Each team will have two Team Leaders in the event that you have to step away from the team for phone calls or other obligations that you may be required to attend. While we acknowledge that you are volunteering for this event and that you do have professional careers to manage, please try to minimize time away from your team. Please interact with your team and encourage all of the students to participate and engage with the other students. You will be eating your meals with your team with the end goal of engaging your students to interact and share their aspirations. Our job is to guide them into successful careers in the construction industry and provide them with real life experiences that they can relate to in our industry. Let them know about scholarship opportunities that are also available through FBA. Most importantly, have FUN with them!

**INSTRUCTORS:** Your major role is to provide hands-on experiences with the students that are participating in your class. Please keep in mind that these are high school students aged 15-19. They will be really good students if you engage them in hands-on activities as opposed to lecture style. Classes are to be expected to be hands-on with only 5-10 minutes of instructional/lecture time. Team Leaders will be with their students throughout the duration of the class and are available to assist you if needed. Each class will consist of between 6-8 students. We HIGHLY recommend a minimum of 2 Instructors per class depending on the complexity of the instructional activity. There will be 14 round-robin styles of classes that will take place starting at 3:30 Thursday afternoon and ending late Saturday afternoon with various activities in between. If you will be joining us for lunch on Thursday, please be sure to indicate that on your application. You will need to have your class set up no later than 2:30 PM on Thursday. There is a possibility that you will have a "Free" time during the day and we invite you to take that time to check out the other activities going on. If you are leaving after your class on Saturday but would like to join us for dinner before you leave, please let us know so we can include you in the meal count.

**VILLA LEADERS:** Most of the adult counselors will be staying at the lodge or the main house. Several will be staying in the villas and will be designated as Villa Leaders. A Villa Leader can be either an Instructor or a Team Leader. The role of the Villa Leader is to oversee the students when they are in the villas which is primarily from 10 PM until 7 AM each day. Each villa will be equipped with a case of water for the students. It is very important that our students respect the property and do not engage in "pranks" that would result in any type of damage to the facility. Students are not to leave the villas after the designated retire hour which is typically 10-10:30 PM. The final schedule and assignments will be provided prior to the Summit.

Thanks again for wanting to provide an amazing experience for our students. This an event that can change our students lives and we appreciate you for wanting to be a part of that.