



2019 National 4-H Conference **ROUNDTABLE FACILITATOR APPLICATION PROCEDURES**

Applications Due: Sept. 15, 2018

If chosen as a facilitator, your commitment will be from November 2018 through April 2019. National 4-H Conference (N4HC) covers your travel expenses including: airfare, food, lodging and registration. Conference does not cover your expenses between your residence and your local airport. You will pay for your own meals when the facilitator group is visiting Washington, D.C. during the free day. Dates for the 2019 Conference are April 6-12, 2019.

All Facilitators will be expected to attend an orientation webinar that will be scheduled in early November and several pre-conference webinars. All Facilitators must arrive by the afternoon of April 4 to attend on-site pre-conference training.

There are three facilitator roles: Lead, Returning and New. You will indicate on the application the facilitator role desired based on your experience level. Applicants for Lead Facilitator may also indicate a desire to apply for a Returning Facilitator position.

Lead Facilitator (Maximum 2 years tenure)

- Must have 1 year or more facilitation experience at N4HC and submit a complete application by the due date.
- Must be 20 to 25 years old and be in college or within 1 year following graduation by the opening date of National 4-H Conference.
- Must be professional, organized, and able to plan and lead a team prior/during the conference.
- Must attend pre-conference teleconferences/webinars and on-site training held two-days before Conference begins.

Responsibilities:

- a. Work in partnership with NIFA facilitator leadership team.
- b. Prior to conference, build a rapport with the returning and new facilitators.
- c. Work in Google Docs, sharing files, collecting forms from facilitators.
- d. Along with facilitator leadership team, conduct conference calls and schedule, plan and conduct facilitator training webinars and pre-conference training.
- e. During Conference, provide Leadership for roundtable facilitators.
- f. Be available to work with the round tables providing information on facilitation, team building, presentations, etc.
- g. Provide information to adult chaperones in a webinar prior to conference.
- h. During Conference assist in building positive relationships with adult chaperones and conducting daily facilitator meetings.
- i. Coordinate with National Program Leader, with youth leadership team and facilitators for on- job shadowing experience.
- j. Collect/upload all presentations, scripts, skits, and briefing documents to Google Docs at the end of Conference.



Returning Facilitator (Maximum 3 years tenure)

- Must have 1 year or more facilitation experience at N4HC and submit a complete application and resume by the due date.
- Must be 20 to 25 years old and be in college or within 1 year following graduation by the opening date of National 4-H Conference.
- Must be professional and organized.
- Must attend pre-conference teleconferences/webinars and on-site training held two-days before Conference begins.

Responsibilities

- a. Research your roundtable topic prior to Conference.
- b. Work with your designated NIFA Liaison prior to Conference on research topic and connect with your Federal partner through the Liaison.
- c. Connect with delegates about their topic and research prior to conference.
- d. Work with lead and new facilitators and with NIFA facilitator leadership team.
- e. During Conference, meet and work with your designated NIFA liaison to discuss topic.
- f. Serve in a mentoring role with New Facilitators.
- g. Plan and Create Lesson Plans for your roundtable sessions.
- h. Create a fun, interactive, educational, leadership roundtable group allowing delegates to share their voices on a given topic.
- i. Use teambuilding and facilitation skills to work with delegates to prepare a presentation and handout on a civic engagement topic, encouraging and engaging delegates in the process.
- j. Work with delegates to give a briefing and share their perspectives with a federal agency.
- k. Provide a supportive learning environment for the youth leadership team members serving in job shadowing experience.
- l. Help to build positive relationships with adult chaperones.
- m. Work with your team to create professional documents to share on the Web page of your presentation work.
- n. Work with the Lead Facilitator to upload all documents, PowerPoints, scripts, and skits to the Google Drive before leaving the conference.

New Facilitator

- There is **no requirement** to have been a National 4-H Conference delegate to become a Facilitator.
- Must submit a complete application, resume and reference by the application due date.
- Must be 19 to 25 years old and be in college or within 1-year following graduation by the opening date of National 4-H Conference.
- Must be professional and work as part of a team.
- Must attend pre-conference teleconferences/webinars and on-site training held two-days before Conference begins.

Responsibilities:

- a. Research your roundtable topic prior to Conference.
- b. Work with designated NIFA Liaison prior to Conference on research topic and connect with your Federal partner through the Liaison.
- c. Connect with delegates about their topic and research prior to conference.
- d. Work with lead and new facilitators and with NIFA facilitator leadership team.



- e. During Conference meet and work with your designated NIFA liaison to discuss topic.
- f. Plan and Create Lesson Plans for your roundtable sessions.
- g. Create a fun, interactive, educational, leadership roundtable group allowing delegates to share their voices on a given topic.
- h. Use teambuilding and facilitation skills to work with delegates to prepare a presentation and handout on a civic engagement topic, encouraging and engage delegates in the process.
- i. Work with delegates to give a briefing and share their perspectives with a federal agency.
- j. Provide a supportive learning environment for the youth leadership team members serving in job shadowing experience.
- k. Help to build positive relationships with adult chaperones.
- l. Work with your team to create professional documents to share on the Web page of your presentation work.
- m. Work with the Lead Facilitator to upload all documents, PowerPoints, scripts, and skits to the Google Drive before leaving the conference.

INSTRUCTIONS FOR APPLICATION:

General (All Applicants):

- Application forms can be found at: <http://www.4-h.org/4-h-conference/> under Roundtable Facilitators Tab. Applications must be submitted by Sept. 15, 2018.
- Include a resume (1 page max). The resume provides coordinators with an overview of the applicant's experience and interests.
- Applications and all required materials must be sent to susan@sstewartmeetings.com. Use the subject line "4-H Conf ____ (insert New or Lead/Returning) Facilitator application". If you do not receive an email confirmation of your submission within 48 hours, please contact Susan Stewart at 770-619-1232.
- Each application with resume will be reviewed and scored. All applicants will be notified of their selection by the end of October, 2018.

New Facilitators:

- In addition to the above, please include **two** professional letters of recommendation by an adult professional who knows your leadership skills and abilities. Recommendations should include an assessment of your qualifications: leadership ability, flexibility, communication, responsibility, maturity, interpersonal and facilitation skills. This must be submitted by the date your application is due. It can be scanned and emailed with your application and resume.

For questions about the Facilitator positions or for Special Needs Accommodations, please contact us at natl4hconf@nifa.usda.gov.

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