Focus Assistant Job Description

Focus Assistants are vital to the success of the Conference. They play essential leadership and support roles to all participants and Conference Coordinators.

Requirements
Applicants must:
- Demonstrate mature, responsible behavior, and they must be able to assume leadership responsibilities among teens and/or peers.
- Be at least 16 years old.
- Have participated in a Focus for Teens program before.
- Submit a 2017 Career Exploration Teen Leader Application.
- Submit a 4-H Career Explorations registration form when Registration opens.
- Be available to participate in the:
  - Winter Planning Retreat, March 10-11, 2017
  - On-Campus Training Day, June 26, 2017
  - Career Explorations Conference, June 27-29, 2016

Responsibilities
- Serve as responsible, mature role models for 4-H Conference participants.
- Help to ensure that the 4-H Career Exploration program runs smoothly.
- Meet and greet Career Exploration participants as they arrive on campus.
- Gather assigned Focus group and lead roll call.
- Relay information to FA chaperones and program coordinators.
- Walk participants to chaperones and program coordinators.
- Assist in the setup and running of assigned department programs.
- Participate fully in your Focus program.
- Help with Opening and Closing Ceremonies and evening activities.
- Attend evening FA Team meetings to discuss issues, concerns, and special duties for the next day.
- Assist participants throughout the duration of the program.

Benefits
- Strengthen leadership and job readiness skills
- Opportunity to connect with Cornell partners, Cornell Cooperative Extension Educators, other youth leaders, and peers from across New York State
- Help Career Explorations be as successful as possible
- Event participation scholarship: FAs who are selected to join the team by the advertised application deadline will received a full fellowship, covering all registration fees and early arrival fees. Those who are selected after the advertised deadline have their early arrival costs covered and get $100 off their event registration.