

GEMS

GIRLS EMPOWERING MINDS

2020-2021 Month Leader Job Description

Criteria for Position:

- 1) Open to Sophomores and Upperclassmen (Junior or Senior).
- 2) Have to have attended at least one GEMS event prior to applying.

Job Description:

Before school starts you will...

- 1) Attend the GEMS Team building crash course to be trained by Dr. Powell and Ms. Le Grange. This is subject to change and more information will be sent out only to applicants.

During your month you will...

- 1) Schedule a date and time that works for you, PDs, and counselors for the prep meeting and your month's GEMS events.
- 2) Create, organize, and design the events for your month! Plan the activities, bring in the speakers (in or outside of the SJS community) (make sure approved by counselors), and lead the discussion during the meeting.
- 3) Have the template and slides completed before the prep meeting. After the counselors review the content, make any changes necessary after the meeting.
- 4) An average of 5-7 hours is expected. The actual time commitment might not be large; however, the impact is. Putting maximum effort into your program day is most important.

When it is not your month you will...

- 1) Attend the prep meeting to prepare for that month's program day.
- 2) Attend the GEMS events each month.
- 3) An average of 2-3 hours is expected.
- 4) Support other leaders :)

Application Process:

- 1) Attend at least one GEMS event prior to applying.
- 2) Fill out the Month Leader application form.
- 3) Contact counselors or current GEMS leaders for questions or guidance.