

GEMS

GIRLS EMPOWERING MINDS

2020-2021 GEMS Program Director Job Description

Criteria for Position:

- 1) Open to Upperclassmen (Junior or Senior) only.
- 2) Past leadership position on GEMS.

Job Description:

Before school starts you will...

- 1) Plan and attend the GEMS Team building crash course with Dr. Powell and Ms. LeGrange.
- 2) With the Communications Advisor(s) and Dr. Powell, set dates for all GEMS events.

During the school year you will...

- 1) Be the liaison between other leaders and counselors. Make sure you have open and consistent communication with Ms. Le Grange and Dr. Powell.
- 2) At the beginning of each month, communicate with counselors and the ML to schedule the prep meeting and GEMS events. Send the CA that month's event dates/times. At least one PD needs to be present for a prep meeting.
- 3) Write the monthly email to MS students, HS students, and MS parents.
- 4) Gather the materials and send the set-up for each GEMS event to Dr. Powell.
- 5) Will also have responsibilities as a Month Leader. Create, organize, and design the events for your month! Plan the activities, bring in speakers, and lead the meeting discussion.
- 6) Be responsible for recruiting students to attend the program. Recruit students to apply for the Month Leader and Communications Advisor positions.
- 7) Coordinate with students who have applied to shadow a month leader.

The summer after your leadership you will...

- 1) Sort through applications with Ms. Le Grange and Dr. Powell for next year's GEMS board. Show up for the leadership transition meeting.

Application Process:

- 1) Fill out the GEMS Program Director application form.
- 2) Contact counselors or current GEMS leaders for questions or guidance.