

GEMS

GIRLS EMPOWERING MINDS

2020-2021 GEMS Leader Job Description

Criteria for Position:

- 1) Open to Upperclassmen (Junior or Senior) only.
- 2) Already a month leader on GEMS leadership.

Job Description:

Before school starts you will...

- 1) Plan and attend the GEMS Team building crash course (2 days total) with Dr. Powell and Ms. LeGrange.
- 2) With the Communications Advisor(s) and Dr. Powell, choose all month program days.

During the school year you will...

- 1) Be the liaison between Month leaders and counselors. Make sure you have open and consistent communication with Ms. Le Grange and Dr. Powell.
- 2) Will have responsibilities as a Month Leader. Create, organize, and design the meeting for your month! Plan the activities, bring in speakers, and lead the meeting discussion.
- 3) Each month, schedule a meeting with the Month Leader and Ms. LeGrange before the All Team Meeting for final approval of program speakers, activities, and overall content.
- 4) Will be expected to attend and plan all program days, all team meetings, AND all core team meetings.
- 5) Write the monthly email to students and MS parents.
- 6) Gather the materials and send the set-up for each program day to Dr. Powell.
- 7) Be responsible for recruiting students to attend the program. Recruit students to apply for the Month Leader and Communications Advisor positions.
- 8) 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 next year's GEMS leaders.

Application Process:

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