

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 two GEMS meetings 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 (2 days total). This is subject to change and more information will be sent out only to applicants.

During your month you will...

- 1) Create, organize, and design the meeting for your month! Plan the activities, bring in the speakers (in or outside of the SJS community) (make sure approved by Ms. Le Grange), and lead the discussion during the meeting.
- 2) Month leaders are required to check in with the GEMS leaders **prior** to their month to fill out the “goal” section of the monthly email.
- 3) After the template is complete, Month Leaders must schedule a meeting with Ms. Le Grange (and GEMS Leaders if possible) to review content before the All Team 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 GEMS All Team Meeting to prepare for that month’s program day.
- 2) Attend the GEMS program each month.
- 3) An average of 2-3 hours is expected.
- 4) Support other leaders :)

Application Process:

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