

FFL Orlando 2022 Job Description

Elementary Staff

Job Title: Elementary Staff

Job Overview:

Volunteers are crucial to the success of Friends for Life conferences. Parents entrust the care of their children to age group leaders and staff for the duration of the conference – and for some parents of Elementary attendees, FFL is the first time they are leaving their children with T1D under the supervision of someone other than their immediate caregivers. It is the responsibility of Elementary Staff volunteers to provide exceptional care and support to participants so all participants have a positive and safe experience while at FFL.

Job Responsibilities:

Elementary Staff are responsible for implementing Elementary programming under the guidance of Elementary Program Leaders and ensuring the welfare of elementary-age attendees as they participate in all designated activities and programming. Specific duties of this role are as follows:

- ***Complete Assigned Training:*** Participating in all assigned FFL volunteer training, including completing assigned digital trainings before you arrive on-site for FFL Orlando. This includes being on-site at Coronado Springs the morning of Tuesday, July 5th for in-person training.
- ***Staff Elementary Program:*** Working in the Elementary rooms for the entirety of the conference. Your responsibilities while on-shift will include:
 - Arriving at least 20 minutes prior to the start of your shift for all programming for which you are scheduled, prepared and dressed appropriately for the day's activities.
 - Understanding planned activities, learning instructions for them, following Elementary Leader guidance for implementing them, and explaining the rules to the children in your care.
 - Working with a partner to lead a small group of Elementary-age attendees who have been assigned to you for the duration of the conference. If you are a returning staff member, you may be asked to help train new Elementary Staff as part of this partner system.
 - Clearly communicating with your group members, including talking to them, getting to know them, and making them feel they can come to you with any issues or questions
 - Actively engaging with the members of your group, including getting on the ground with them to participate in activities such as Harold Time and games.
 - Paying attention to the needs of younger attendees who may not be able to clearly communicate them (e.g. going to the bathroom, checking blood sugar) and alerting Elementary nursing staff of any diabetes-related or medical issues.
 - Monitoring the children in your care and identifying/addressing inappropriate, dangerous, or poor behavior (including escalating it to Elementary Leaders if necessary).
- ***Provide Medical Support (HCP Only):*** Actively monitoring and assisting with any medical issues that may arise during sessions, including but not limited to assessing minor injuries,

testing blood sugar, assisting with low blood sugar treatment, and documenting and supporting the notification of parents/guardians for high blood sugar treatment.

- **Complete Other Tasks as Assigned:** Due to the nature of FFL conferences, unanticipated needs or tasks may occasionally arise. If this happens, the Elementary Leaders may request your support with additional tasks as needed. Your flexibility and ability to maintain a positive attitude in the face of last-minute changes is greatly appreciated.
- **Support Security and Emergency Preparedness:** Elementary Staff will work as a team in supporting general safety and emergency preparedness within their rooms. This includes knowing where fire exits and emergency phones are located, being aware of protocol in case of fire or medical emergency, and keeping an eye out for potential security risks (i.e. unusual behavior, people/objects that do not belong).
- **Provide Feedback:** As the primary eyes and ears within each session, CWD relies on our volunteers to help us identify and share opportunities for improvement for future conferences. You are kindly requested to share any feedback or ideas with Elementary Leaders at any time during the conference and/or via the Volunteer Feedback Survey after the conference.

Qualifications:

- Previous experience working with elementary-age children (6-8 years), whether through a formal work role (e.g. elementary school teacher, camp counselor) or through other demonstrated interactions (e.g. parenting, volunteering, babysitting)
- Punctual, reliable, and available for all volunteer trainings and Elementary sessions throughout the duration of the conference
- Ability to communicate in a professional and friendly demeanor with parents, fellow staff/volunteers, and youth participants aged 6-8
- Positive, energetic, fun-loving attitude
- Ability to relate to and interact with Elementary attendees and encourage them to participate in planned activities
- Enthusiastic about implementing planned programming and providing a positive experience to attendees
- Creative and eager to contribute new games or activity ideas
- Sufficient mobility to actively engage with children during planned programming, including activities requiring getting up and down from the floor
- Willingness to adapt to unexpected changes in plans
- (HCP Only) Medical degree and familiarity/comfort with diabetes treatment
- Must be able to follow Disney cast member instructions and respond quickly to their orders in case of emergency
- Must be over the age of 18 and have previously attended a FFL conference as a participant or volunteer