

FFL Orlando 2022 Job Description

Orange Team Staff

Job Title: Orange Team 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. It is the responsibility of Orange Team Staff volunteers to provide exceptional care and support to the youth attendees they work with in all age groups, so all participants have a positive and safe experience while at FFL. Orange Team Staff are also key in supporting the learning objectives set out within the program's curriculum.

Job Responsibilities:

Orange Team Staff are responsible for the welfare of orange-bracelet youth program attendees as they participate in designated Orange Team sessions. 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 Orange Team Program:** Working in Orange Team sessions as scheduled during the conference. Your responsibilities while on-shift will include:
 - Arriving at least 15 minutes prior to the start of your shift in the correct location 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 Orange Team Leader guidance for implementing them, and explaining the rules to program participants of each age group.
 - Clearly communicating with program participants of different ages, including talking to them, getting to know them, and participating in activities as appropriate. Note this may include getting on the ground to participate and/or demonstrate activities as needed (depending on the activity and the age group).
 - Quickly connecting with attendees of different ages, including but not limited to leading discussions, asking questions to foster discussion, keeping conversations on track or guiding them back to the intended topic, making attendees feel heard and validated in their feelings, and sharing personal experiences as an Orange Team member without dominating the conversation.
 - Listening for youth participant comments or indications that suggest they may need some separate or additional psycho-social support regarding concerns that have arisen during the course of the activity, and notifying Orange Team Leaders and psycho-social support staff of the situation. *Note this is rare, but it may occur occasionally due to the difficult subject matter of the sessions.*
- **Complete Other Tasks as Assigned:** Due to the nature of FFL conferences, unanticipated needs or tasks may occasionally arise. If this happens, the Orange Team 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:** Orange Team Staff will work as a team in supporting general safety and emergency preparedness within the activity 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 Orange Team Leaders at any time during the conference and/or via the Volunteer Feedback Survey after the conference.

Qualifications:

- Previous experience working with children of different ages (2-17 years), whether through a formal work role (e.g. teacher, camp counselor) or through other demonstrated interactions (e.g. parenting, volunteering, babysitting)
- Punctual, reliable, and available for all volunteer trainings and Orange Team sessions throughout the duration of the conference
- Ability to communicate in a professional and friendly demeanor with parents, fellow staff/volunteers, and youth program participants aged 2-17
- Ability to transition between age groups quickly and smoothly
- Positive, energetic attitude with an ability to relate to and interact with youth attendees and encourage them to participate in planned activities
- Good role model in general behavior and attitude
- Proactive team member who jumps right into activities, is creative, and is eager to contribute to current programming and bring new ideas to the table
- Sufficient mobility to engage in activities on the floor and move to different locations of the conference space as needed
- Willingness to adapt to unexpected changes in plans
- 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