**SKYE CLUB LEADER POSITION DESCRIPTION**

**Title:** SKYE Club Leader

**Program:** SKYE program

**Reports To:** SKYE Club Facilitator

**Role:** TheSKYE Club Leader will take a leading role in mobilizing and working with youth, providing a safe, calm, fun environment, and supporting them in developing appropriate life, work readiness skills and business skills. The role will involve working along World Vision staff to establish an SKYE Club, and facilitating the club to become cohesive, generate a mission, vision and strategy and develop practical action plans. The SKYE Club Leader will also work with young people through Club activities to motivate and model positive growth and development

**Tasks and responsibilities**

**A. Facilitation of SKYE Clubs**

* To coordinate and assist in the activities of an SKYE club:
  + To know and understand the methodologies of the SKYE program
  + To follow and implement the curriculum of the SKYE clubs in order to reach the objectives of the SKYE program
  + To offer necessary data about the Club’s activities for centralization at the community and national level
  + To empower and assist the group of adolescents in choosing, conceptualizing, and implementing community service-learning projects and social enterprise projects as part of the SKYE quality standards
  + To set meetings with parents and teachers of the youth who are involved in the Club whenever necessary, based on the needs and development of the club
  + To organize and facilitate a reflection and evaluation meeting once every three months in order to evaluate the Club’s performance, using the SKYE curriculum’s evaluation meeting structure
  + To communicate consistently with the World Vision SKYE Club Facilitator about the status of the Club and its members
* To collaborate with other SKYE Club Leaders from the community
* To communicate with World Vision staff regarding the information necessary to ensure the quality of the learning process:
  + Composition of the Club
  + Projects in process and expected future projects, as well as the level of performance of each project (beginner, medium, or advanced)
  + Special Club events
  + The status of competency development for the SKYE members (based on the SKYE passport)
  + Specific needs of the Club
  + Other necessary information in order to maintain or increase the quality of the SKYE educational process

**B. Administrative**

* To ensure that the Club is provided with sufficient working materials, as possible with funds provided or through fundraising activities
* To ensure that materials owned by the Club are in good working order and that non-usable items are replaced

**C. Partnership**

* To advertise events of the Club across the school in the local community
* To facilitate meetings between partners at the local level
* To keep a record of documents related to partners and sponsors, Club activities, and all the data collection instruments specific to that Club (attendance sheets, project templates)
* To maintain connections with partners and sponsors, informing them about new projects

**D. Working principles**

* Work in an SKYE Club should take place in a manner that is dynamic, and should be both motivating and engaging.
* The SKYE curriculum, used in a flexible manner, should offer high-quality educational services in order to reach the objectives of the program.
* Volunteers work in a team, and every member of that team is encouraged to offer and receive feedback.

**E. General responsibilities**

* To commit to the SKYE Club program and preparing and attending weekly meetings
* To have a positive attitude and a problem-solving approach
* To offer support to the SKYE region of which the Club is part
* To demonstrate willingness and desire to assume responsibility for things which need to be done
* To become personally involved in resolving any urgent problems that arise
* To identify needs and prioritize them in order of importance, and to address these needs directly to a World Vision SKYE Club Facilitator

**F. Rights**

* The volunteer is part of the SKYE team at the national level.
* The volunteer has the right to be treated with respect by all his/her colleagues and members of partner organizations.
* The volunteer has the right to benefit from cooperation with the team at World Vision and at the school where he/she volunteers, so long as this fact does not affect the working efficiency of the persons involved.
* The volunteer has the right to be consulted whenever a decision is made which may affect his/her achievement of the attributes and tasks specified in this position description.
* The volunteer has the right to be informed regarding the vision, goals, objectives, and strategies of World Vision and the schools where he/she is involved in SKYE.

This position description was made in two copies, one of which belongs to the volunteer.

Read, accepted, and signed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_