

## JOB DESCRIPTION

**APPROVED PAYROLL TITLE:** Building Excellence Facilitator      **DATE:** 2/9/2018  
**WORKING TITLE:** BE Facilitator      **STATUS:**  
**DIVISION NAME:** Junior Conference      **LOCATION:** Varies in Texas  
**DEPARTMENT NAME:** Leadership Development  
**REPORTS TO TITLE(s):** Texas FFA Leadership Development Coordinator

### SUPERVISES TITLE(s):

1. Conference participants
  - 2.
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### JOB SUMMARY

Primary responsibility is to independently facilitate or co-facilitate the Building Excellence Conference for junior Texas FFA members. Responsibilities include, but are not limited to: helping create conference curriculum, facilitating conference curriculum, offering constructive feedback in a safe environment, and providing guidance to participants in application of the curriculum. Additionally, facilitators will work with state staff to tailor conference details to meet the needs of the conference host. Previous teaching/facilitation experience and FFA knowledge is required. Conference trainers will also handle administrative tasks which include, but are not limited to: timely schedule coordination with state staff, on-site registration support, timely completion of expense reports, timely completion of follow-up notes to conference attendants and hosts, scheduling of conference travel, correspondence with fellow facilitators, correspondence with hosts, and correspondences with state staff. Staff members are **required** to participate in a conference “train the trainer” experience held in late summer/early fall in Austin, TX at Texas FFA Headquarters. **Applicants selected for this position will be ineligible for other Texas FFA Conference Facilitator positions (Made for Excellence Conference or Executing with Excellence Conference) due to scheduling conflict.** Specific position requirements and details are listed below.

### BUILDING EXCELLENCE CONFERENCE DETAILS

- **Mandatory Facilitator Training:** Tentatively September 2018
- **Expected Conference Season Beginning Date:** September 2018
- **Expected Conference Season Ending Date:** January 2019
- **Conference Locations:** Various locations across Texas
- **Compensation:** \$200 per conference plus lodging, mileage reimbursement at \$.50/mile, and meal expenses at a maximum reimbursement of \$25/day
- **Specific Requirements:** BE facilitators are expected to have availability for the majority of the conference season. Conferences are scheduled during the school week and are one day in length, not including travel time. Arriving the night before a conference for set-up is expected. BE facilitators will usually work in pairs, but might facilitate solo in special circumstances. State staff will usually be present at conferences for on-site support and coaching. Audience size per conference will vary.

### ESSENTIAL FUNCTIONS

- Must be confident facilitating student groups
- Must be able to coach, evaluate, guide, and motivate students
- Must be able to perform the physical and mental demands of the position
- Must be able to work both independently and with a group
- Must have good interpersonal, listening, and verbal communication skills
- Must be able to interact and work with a diverse group of internal and/or external customers
- Must be able to effectively prioritize, organize, and use time management skills
- Must be able to problem solve/analyze
- Must be computer literate and be able to make and receive phone calls
- Must have the willingness to spend extra time planning for each conference
- Must be willing to give feedback to and receive feedback from state staff, peer facilitators, and students

## **GENERAL DUTIES AND RESPONSIBILITIES**

- Facilitate conference for students
- Work with state staff to determine deliverables
- Administrative duties such as completing expense reports, writing follow-up notes, and scheduling travel

## **EXPERIENCE/EDUCATION**

- Ziglar Youth Certified Trainers strongly preferred
- Previous teaching or facilitation experience required
- Knowledge of local, state and/or national FFA activities
- College degree earned or in progress (fields relating to agriculture, education, communications, or leadership preferred)

## **APPLICATION PROCESS**

**To apply for the 2018 facilitator positions, please follow instructions below:**

1. Write a cover letter explaining why you are interested in the position and why you will be a good fit to lead juniors through a conference about self-image, relationship building, and goal-setting.
2. Create a resume tailored to the position. Please include three applicable references.
3. **Email all elements as one PDF file to Kelli Neuman, Texas FFA Leadership Development Coordinator, at [kelli@texasffa.org](mailto:kelli@texasffa.org). Applicants must have submitted all materials by 8 a.m. CST on Monday, April 30, 2018 to be considered.**

Please reach out to Kelli Neuman, Texas FFA Leadership Development Coordinator, at [kelli@texasffa.org](mailto:kelli@texasffa.org) with questions.