

## SpecTra Instructor/Coordinator Job Description

Objectives of SpecTra – INSTRUCTORS, SPECTRA’S PURPOSE IS TO FOCUS ON CAREER EXPLORATION AND 4-H PROJECT ENHANCEMENT

1. To explore career and educational opportunities in selected 4-H project areas.
2. To enhance 4-H projects through meaningful learning experiences.
3. To provide an opportunity to develop leadership skills in chosen project area.
4. To promote self-image enrichment and understanding of self in relationships with others.
5. To promote youth-adult partnerships in the delivery of 4-H project educational experiences.

Date of event:

July 27-31, 2009 (Monday 1:00 p.m. through Friday noon)

\* Instructor/Coordinators may arrive on Sunday, July 26

Overall description: The **Instructor/Coordinator** is responsible for providing approximately 18 hours of instruction in one discipline. Group size averages 22 youth plus the instructors.

**Instructor/Coordinators** will be asked to recruit and involve one youth as a Co-Instructor. This youth may be a former SpecTra participant, and may or may not be from the same county as the I/C. The youth instructor should be dynamically involved in planning and coordinating the workshop as well as be an integral player in the delivery of the workshop. This is an excellent opportunity for developing Youth-Adult partnerships and allowing youth to play a critical role in programming for youth audiences. The youth member will be housed in the dormitory with other youth and will be awarded approximately \$100 discount on registration.

Instruction Times:

Monday	2:30 p.m. - 4:30 p.m.	Project Orientation	2 hours
Tuesday	9:00 a.m. - 12:00 p.m.	Project Training	3 hours
	1:30 p.m. - 4:30 p.m.	Project Training	3 hours
Wednesday	9:00 a.m. - 12:00 p.m.	Project Training	3 hours
	1:30 p.m. - 4:30 p.m.	Project Training	3 hours
Thursday	9:00 a.m. - 12:00 p.m.	Project Training	3 hours
	1:30 p.m. - 3:30 p.m.	Project Training	2 hours

- Texas 4-H Center Staff will coordinate evening activities.
- “Free Time”, is observed daily from 4:30 - 5:30 p.m.,
- Each SpecTra discipline is encouraged to coordinate with the Gala Committee to assist with some part of Gala preparations and decorations. **The Gala is the closing reception and dinner on Thursday evening, it is a formal affair.**
- Instruction may be presented through lectures, field trips\*\*, workshops, service activities, peer instruction (cross training/sharing with other SpecTra groups)

### Content of 18-hour instruction

- career exploration
- educational requirements, preparatory and college
- career opportunities
- current events, trends in chosen field
- colleges/universities offering program
- link to 4-H project work and leadership opportunities in county program

### Additional content that will be covered in Evening activities coordinated by Texas 4-H Center Staff for all participants

- financial aid information
- personal marketing strategy
- budgeting

### Field Trip information – PLEASE ADHERE TO THESE POLICIES – FOR BOTH ECONOMICAL AND RISK MANAGEMENT ISSUES

- ▶ Field Trips are limited to 1 outing per group
- ▶ Destination should be within a 150 mile radius of the 4-H Center
- ▶ It is more economical to pay a speaker's travel versus trying to manage 25 youth traveling. Please keep economics and risk management in mind.
- ▶ Box lunches can be sent with groups on field trips; if Dutch treat is offered, please plan to communicate this with all youth in advance so that arrangements can be made by families.
- ▶ Transportation will be coordinated by Texas 4-H Center Director; Extension vehicles and commercial transportation will be used to the extent possible.

### Budget

- ▶ \$25.00 per youth participant for **all program supplies**, this includes transportation for field trips, t-shirt, the Gala festivities, teaching supplies, honorarium and/or travel for speakers, speaker gifts, workshop materials, etc.
- ▶ each group typically has 20-22 participants, including instructors and summer staff

### Registration Fees

- ▶ The Texas 4-H Center will cover meals and lodging (double occupancy in the Leadership Lodge) for one Instructor/Coordinator per discipline for a total of 8. Additional instructor staff will be charged meals only, lodging accommodations can be provided in the Leadership Lodge (double occupancy) within reason.
- ▶ Youth Instructors will pay a reduced registration fee and will be housed in the dorms with other youth participants.