

Circle of Friends in Love Foundation LEADERSHIP OPPORTUNITY ANNOUNCEMENT

Title: COF Student Leader

High School Volunteer

Required Hours:

Every Monday or Wednesday	4:00 to 7:00 PM	
Event Preparation	As needed basis	
Leadership Camp/Meeting	Camp Date/Time : TBA	

Position Description: This position's responsibilities include, but are not limited to the following:

- 1) Assisting program instructors on Mondays and Wednesdays
 - a. Group Leader
 - b. Arts and Crafts
 - c. Social Media (Homepage & Newsletter)
 - d. Attendance check / Clean up
- 2) Organizing and preparing events
 - a. Orientation
 - b. Christmas Party
 - c. End of the Year Celebration
 - d. Dance Party
 - e. Other events
- 3) Other duties as required.

Pre-Requirements:

- 1) COF member who has been in COF more than 6 months
- 2) Must be 11th or 12th grade

Requirements: 1) **Commitment**, 2) Application, 3) Parent's Agreement Form with valid signature, 4) Essay, 5) Must attend Leadership Camp/Meeting (TBA)

Knowledge/Abilities: Knowledge of goals and objectives of COF and individuals with developmental disabilities. Ability to plan and schedule volunteering work; assess buddies' needs and provide assistance as needed; effectively communicate verbally and in writing; set priorities.

POSTING DATE: MAY 10, 2022**CLOSING DATE: MAY 31, 2022**

Application Procedure

An application, essay and Parent's Agreement must be printed and submitted to COF staff in person or sent to cof4you@gmail.com. **All the required documents are required to be submitted by the Closing Date (May 31st, 2022).**

Volunteer Committee in COF Board of Directors will review all the applicants' documents, director's evaluation score sheet and may conduct interviews as needed. Committee will announce a list of elected leaders by 6/30/22. This Leadership Opportunity posting is designed to offer guidelines. Circle of Friends in Love reserves the right to change these guidelines at any time, with or without notice. The final selection is made by the COF Staff and Board of Directors.

CIRCLE OF FRIENDS IN LOVE IS A NONPROFIT ORGANIZATION
www.cof4u.org