

# 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 11<sup>th</sup> or 12<sup>th</sup> grade
  - 3) Must attend Catalina Camp 2023

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

**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: APRIL 24, 2023**

**CLOSING DATE: MAY 31, 2023**

**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 must to be submitted by the Closing Date (May 31st, 2023).**

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 6/30/23. 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.