**Virtual Small Group Facilitator Intern**

Texas Association of Student Councils- Austin, TX

Temporary, Internship

## Summary:

TASC is a Texas Non-Profit Educational Organization looking for eager interns to support our growing Virtual Summer Leadership Workshop during the summer of 2023.

We are looking for motivated and talented individuals to join our team. The goal of this program is to help further develop leadership skills in students around the state of Texas.

As an intern, you will work closely with a consultant who will provide you with a curriculum, a specific schedule, and all resources except for an electronic device for zoom and activities and the internet, which you must provide. Interns will be able to apply their knowledge of student council and experiences from events and workshops you have attended in the past. TASC is dedicated to developing successful leaders, and we strive to make this internship as realistic and informative as possible.

## Job Duties and Responsibilities:

* Create and grow the virtual workshop program
* Moderate and facilitate online meetings for a small group
* Attend the designated virtual training before the workshop.
* Arriving early enough on the first day of the workshop to attend SGF training.
* Being present and on time for all small group meetings.
* Facilitating activities during each small group session.
* Attend daily SGF meetings with the Consultant to ensure knowledge of material for the following day.
* Ensuring that attendance is taken at each small group meeting.
* Report any missing students to the JCs and Consultant.
* Support the Consultant by following the provided curriculum.
* Allowing the students in your small group to “do the work.”
* Be in your assigned small group meeting room for every small group session.
* Be supportive of the students assigned to your small group.
* Process activities and monitor students in your assigned small group.
* Communicate any questions and/or issues with the JCs, Consultant, and Director.
* Follow ALL TASC expectations, guidelines, and policies

## Qualifications and Education:

* Former TASC experience
* Excellent written and verbal communication skills
* Highly organized

**TASC VIRTUAL SUMMER LEADERSHIP WORKSHOP INTERNSHIP APPLICATION**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

All internship applications must be uploaded by the applicant [**HERE**](https://forms.gle/QYH3FJiKM9wVravm7). Once you have electronically submitted the online application, you will receive an email confirming receipt of your application.

**Thanks for your cooperation.**

**ALUMNI APPLICATION**

ALUMNI:  Please complete this application - *Click and type into the boxes on the form below.*

**Check one:**      Male        Female

|  |  |
| --- | --- |
| **ALUMNI Name:** | **Former StuCo Advisor Name:** |
|  |  |
| **School Name:** | **Former StuCo Advisor Phone Number (if available)** |
|  |  |
| **Alumni Home Address:** | **Alumni Home City / State / Zip:** |
|  |  |
| **Alumni’s Cell Phone:** | **Former Advisor’s Email Address:** |
|  |  |
| **Alumni’s Current Grade Level:** | **Alumni’s TASC District:** |
|  |  |
| **Alumni’s Email:** | **Student’s Age and Birthdate (month/day/year)** |
|  | Age:                          Birthdate: |

**Include all that apply regarding your Student Council Experience:**

Officer: (list)

Committees: (list)

District Officer: (list)

State Officer: (list)

Other Leadership Positions:

Have you been a TASC J.C. (Summer, Advanced, or Virtual) before? (List dates and location)

Is there any other specific TASC experience or responsibility you want to include (Consider District events. Mention specifically if you were a JC, group leader, or presenter.)?

**List TASC Summer Workshop(s) attended as a participant:**

Year:           Location:

Year:           Location:

Year:           Location:

**List Advanced Leadership Workshop (s) attended as a participant.**

Year:           Location:

Year:           Location:

Year:           Location:

**List other workshops attended (NLC, HOBY, FFA, SASC, NSC, Vision, LEAD, TASC District, etc.)**

Year:           Location:           Year:           Location:

Year:           Location:                                 Year:           Location:

**Technical Expertise: How comfortable are you with creating PowerPoints and/or video, Zoom, video trouble shooting, etc.?**

**Mark your TOP FIVE strengths ONLY:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Flexibility |  | Artistic |
|  | Follows directions |  | Willing to work hard, especially behind the stage |
|  | Responsible/dependable |  | Follow-through |
|  | Stage presence |  | Maturity |
|  | Able to share the stage |  | Adapts to new situations |
|  | Other-oriented |  | Self-starter |
|  | People person |  | Tech Savvy |

Please rank the following that best describes you (1 being most like you; 4 being least like you)

\_\_\_\_\_ Relationship-oriented, Being Real, Drama, Romance, Helping Others, Peacemaker.

\_\_\_\_\_ Duty, Responsibility, Caretakers, Ceremony, Organization, Stability.

\_\_\_\_\_ Innovation, Competence, Problem Solver, Self-Critical, Independent, Straightforward.

\_\_\_\_\_ Action, Impulsive, Less structure, Excitement, Storyteller, Fun-loving

**Note: Every ADULT attending a TASC Summer Workshop must complete this form and return it to the workshop director along with the individual student and advisor registration forms. Every Director and Consultant returns their form to the TASC director.**

**Please print or click and type into table cells.**

**(ADULTS and ALUMNI ONLY) DISCLOSURE OF PRIOR CRIMINAL CONVICTIONS**

The Texas Association of Secondary School Principals is an advocate for school leaders. TASSP's youth advocacy includes the sponsorship of several youth leadership conferences and events. Therefore, it is necessary for TASSP to request the following information from you as a potential employee or volunteer, since if you are working for TASSP you may have contact with students.

|  |  |
| --- | --- |
| Have you ever been convicted of a crime, or received a verdict other than not guilty, in any court or similar proceeding? | **Yes: No:** |
| If yes, please describe the offense, the date of conviction, and rehabilitation undertaken. (Prior convictions do not necessarily bar employment/participation.): | |
|  | |

**AUTHORIZATION TO RELEASE INFORMATION**

I, , authorize the Texas Association of Secondary School Principals (TASSP) to obtain information from my current and former employers, references, government agencies, and other parties, for the purpose of verifying the statements made in my application and otherwise determining my suitability and qualifications for being either paid or volunteer staff at events sponsored by TASSP.

I authorize TASC to conduct a background investigation including, but not limited to, an investigation of my educational, military, and criminal conviction records to ascertain any and all information that may be pertinent to my qualifications. I agree to cooperate in such investigation and release the TASC, its directors, employees, agents, and all persons and entities providing such information to TASC from any and all liability in regard to requesting, supplying, or disclosing such information.

**\*If the adult who accompanies students to the workshop is not a school employee, the ISD is responsible for the background check of that adult.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name:** |  | | | | | |
| **Signature:** |  | | | | **Date:** |  |
| **Parent/Guardian Signature (if under 18):** | | |  | | | |
| **Driver License Number:** | |  | | **State of Issue:** | |  |
| **Date of Birth:** | |  | | | | |
| **Witness Signature:** | |  | | | **Date:** |  |