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Information Package

Volunteer Airdrie Society VA-LEAD youth volunteer program

Location:

W.H. Croxford High School
2654 Chinook Winds Drive S.W.,
Airdrie, AB T4B 0J4
Room: TBD

When:

- Family orientation October 4, 2017 4:30-6:00pm.
- Wednesdays October 11-December 6, 2017 4:30 pm-6:00pm
- Graduation speeches December 13, 2017 4:30 pm-6:00pm

VA-LEAD facilitators contact information:

Dave Maffitt: Board of Directors (Chair), Volunteer Airdrie Society dave.maffitt@volunteerairdrie.ca

Dorothy May: Board of Directors, Volunteer Airdrie Society dorothy.may@volunteerairdrie.ca

Melanie Taylor: Executive Director, Volunteer Airdrie Society melanie.taylor@volunteerairdrie.ca



Youth will earn a certificate once they complete both requirements.

Requirement 1:

Complete all ten modules - Active participation during the 10 modules sessions. If a module is missed, youth will be required to write an essay on the topic in order to make up the time. Arrangements can be made for the youth to receive the information on the topic, each participant will have access to the LEAD hand book. Attendance will be taken before each module session. Youth and parents are encouraged to contact the facilitators to let them know if they are not able to attend a session. The session program plan follows the LEAD curriculum created by The City of Calgary. LEAD is facilitated mostly by volunteers, with the exception of the Volunteer Airdrie Society Executive Director. Facilitators have attended training instructed by The City of Calgary, Parks and Recreations department on the implementation of the LEAD curriculum. The City of Calgary, Parks and Recreations department has mentored Volunteer Airdrie Society in the launch the LEAD program in Airdrie, AB.

Each youth will receive a *LEAD Participant Handbook* that includes information directly related to all of the module topics. Throughout the week youth will also receive various handouts and other informative resources they could use during their journey of *Leadership to Empower and Achieve a Difference*.

Module Outline and schedule for LEAD sessions:

Date and time	Module description:	Requirements if module is missed:
October 4, 2017 4:30-6:00 pm	Family orientation: Meet the facilitators from Volunteer Airdrie Society. Review the program description, outline and graduation requirements. Opportunity for questions or to clarify expectations.	Mandatory. The youth and families must have this information prior to participating in the LEAD program. <ul style="list-style-type: none"> • Complete all registration forms and questionnaires.



<p>October 11, 2017 4:30-6:00 pm</p>	<p>Leadership: Identify your definition of a leader and the qualities it takes to become an effective leader. Discover your leadership talents and have a lasting impression on other people.</p>	<p>Essay: thousand words outlining how the topic relates to your everyday life:</p> <ul style="list-style-type: none"> • The leadership style you identify with. • Qualities of a great leader, and why.
<p>October 18, 2017 4:30-6:00 pm</p>	<p>Teamwork: Learn about how you act in a team situation. Explore some of the pitfalls of teams and what it takes to make a winning team.</p>	<p>Essay: thousand words outlining how the topic relates to your everyday life:</p> <ul style="list-style-type: none"> • Describe the stages of group development. • Characteristics of an effective team.
<p>October 25, 2017 4:30-6:00 pm</p>	<p>Problem solving and decision making: Problem solving and decision making is an important part of every leader's life. As a leader you will use every resource you can to make the best decisions possible. Learn how to define a problem and use the imaginations of a group to figure out ways to create solutions.</p>	<p>Essay: thousand words outlining how the topic relates to your everyday life:</p> <ul style="list-style-type: none"> • Identify the five steps to problem solving. • Explain the process of brainstorming. • The group decision making process you identify with the most.
<p>November 1, 2017 4:30-6:00 pm</p>	<p>Planning and organizing: Learn how to successfully create a plan for volunteer practicum and your own personal goals. Create outcomes and follow through with the implementation and finally follow up with your evaluation.</p>	<p>Essay: thousand words outlining how the topic relates to your everyday life:</p> <ul style="list-style-type: none"> • Identify goals you have and the objectives required to achieve them. <p>Program plan for camp activity: youth will also be expected to actively participate within their group planning and implementation in creating the Volunteer Airdrie Society Float that will be in Airdrie's -Santa Claus Parade</p>
<p>November 8, 2017 4:30-6:00 pm</p>	<p>Conflict management: Coping successfully with conflict is one of the most valuable skills a leader can have. Learn your own conflict management tendency.</p>	<p>Essay: thousand words outlining how the topic relates to your everyday life:</p> <ul style="list-style-type: none"> • How you manage and resolve a conflict. • The conflict style I identify with the most.



<p>November 15, 2017 4:30-6:00 pm</p>	<p>Communication: Good communication doesn't just happen. Identify and understand positive communication tools, so that your message is understood</p>	<p>Essay: thousand words outlining how the topic relates to your everyday life:</p> <ul style="list-style-type: none"> • Possible barriers to communication. • Strategies for active listening.
<p>November 22, 2017 4:30-6:00 pm</p>	<p>Diversity: Learn to recognize how assumptions are made about other people, and how perceptions become realities. Understand your own knowledge of diversity and explore your own beliefs and attitudes.</p>	<p>Essay: thousand words outlining how the topic relates to your everyday life:</p> <ul style="list-style-type: none"> • How do we differ from one another, and how can we include everyone? • What is a stereotype? • What is discrimination?
<p>November 29, 2017 4:30-6:00 pm</p>	<p>Personal wellness: Being able to identify and understand your own positive image can be hard thing sometimes. Learn about nutrition and fitness and how to handle the stress in your life. Learn and understand the benefits of time management.</p>	<p>Essay: thousand words outlining how the topic relates to your everyday life:</p> <ul style="list-style-type: none"> • Your personal values. • How you manage stress.
<p>December 6, 2017 4:30-6:00 pm</p>	<p>Leisure Education: What is leisure education? Learn about the benefits and understand the barriers surrounding it. Be able to identify and understand leisure activities by participating in them and evaluating the outcomes.</p>	<p>Essay: thousand words outlining how the topic relates to your everyday life:</p> <ul style="list-style-type: none"> • What are the benefits of leisure education? • What limits leisure education?
<p>December 13, 2017 4:30-6:00 pm</p>	<p>Public Speaking and wrap up celebration: a wrap up celebration for the whole family that includes youth presenting a speech on their experiences with LEAD. Successful youth will also receive their LEAD certificates.</p>	<p>Written speech: thousand words outlining how the LEAD programs has influenced or impacted your everyday life. Reflection of:</p> <ul style="list-style-type: none"> • How I found out about LEAD. • What I liked about LEAD. • What I liked about volunteering. • How I will use my LEAD experience in the future.



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Requirement 2:

20 hours of practicum experience - LEAD participants are required to complete 20 hours of volunteer practicum hours. This is a great opportunity to follow your interest and gain some experience in working towards your goals. Youth, with the support of their family, will secure volunteer opportunities to reach the 20 hour requirement. Volunteer Airdrie Society will support the youth with researching information in their areas of interest. Youth may need support with transportation to and from the volunteer experiences as well as to ensure they understand their role and any risks during the opportunity as well as any additional consents that could be required. All volunteer practicums will be done under the consent of the youth's parent/guardian. Often organizations have their own policies for volunteers, youth and their family will need to complete and adhere to those. Once a volunteer opportunity has been secured by the youth, please inform the Volunteer Airdrie Society LEAD facilitators of the organizations contact details and their mission. Volunteer Airdrie Society will contact the organization for registration and to share information with them about the youth practicum evaluation, practicum log sheet and the VA- LEAD program. Copies of the youths volunteer practicum log sheets will be submitted to Volunteer Airdrie Society to verify the youth has successfully met requirement 2.

Youth Certificate and Recognition.

- ❖ Certificates will be delivered to youth once they complete both requirements.
- ❖ Youth will receive a copy of their evaluation forms for their participation in the sessions and their volunteer practicum experience.
- ❖ Youth are encouraged to inform their school, club, group of their involvement in the LEAD program that Volunteer Airdrie is offering.
- ❖ Volunteer Airdrie Society is also available to present to schools, clubs, teams or groups about the benefits of volunteerism.



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LEAD Practicum Log Sheet

Youth's Name: _____

DATE	TIME	Organization	Supervisor NAME	Supervisor CONTACT info

Youth's Signature: _____

