JOB DESCRIPTION

Job Title: Co-Chair

Job Purpose: To serve as a leader responsible for the group of American and Northern Irish teens and to work with the team of leaders to implement the Ulster Project Delaware program.

MAIN DUTIES AND RESPONSIBILITIES
1. Be open to new experiences provided by UPD and encourage, in all of the teenagers and amongst the leaders, the same positive attitude and involvement.
2. Create a welcoming, fun, and enthusiastic environment.
3. Help the teens to recognize one another’s similarities and to see their differences with tolerance.
4. Promote a spirit of group identification and participation and thereby discourage the development of small cliques or private pairings within the group.
5. Be observant for personality clashes between the Northern Irish teens and their host teens or families and facilitate dialogue as necessary.
6. Partner with the Northern Irish leaders in maintaining discipline among the teenagers during various summer trips and events.

WORDS OF WISDOM FROM FORMER CO-CHAIRS
• Communicate with American parents expectations for both American and NI teens: behavior expectations, being on-time for the bus, handling money, having parties, all teens being included when activities are planned outside the UPD sanctioned activities, etc.

• With NI leaders, plan adult activities in your off-time that allow American and NI leaders to get to know each other better.

• Present yourselves (American and Northern Irish leaders) as a team. You want all of the teens to see all six leaders as their leaders (not American leaders for American teens and NI leaders for NI teens).

• Support the Discovery Leader’s mission and ensure that co-chair/NI leader responsibilities (especially discipline) don’t fall on him/her.
• Realize the responsibility of being available to the families 24/7 once the kids get here for emergencies like hospital visits.

• Delegate some jobs/parts to volunteers, and it wouldn’t be at all possible without the UPD family of board members, past participants, sites and businesses previously partnered with us. It is a huge commitment but worth all the memories!

• Work closely with your three committees (Activities, Host Recruitment, and Hospitality).

• Always, where applicable, to have a back-up plan. No surprises!! The co-chair has the well-being of 36 teens to protect.

• Have a 'heart' to work with the teens, and in so doing, provide the platform where the shy teens discover that they have a voice to express their ideas and the out-spoken teens can discover that when they 'listen,' they too can learn and grow. It's one of the best gifts a co-chair can give to their teens.

GUIDELINES

1. Know that you may depend upon the Board and the Operating Committee for support and guidance.
2. Attend all scheduled UPD events. If you have a conflict, be sure to let the other leaders know ahead of time.
3. Act as a role model and exercise mature judgment at UPD activities and abide by the following:
   a. No consumption of alcohol
   b. Smoking is discouraged. If you must smoke, keep it to a minimum. Remove yourself from the group and do not share cigarettes with those under the legal smoking age.
   c. No use of any illegal substance.
4. Your off-hour activities should not impair your judgment and ability to carry out your leadership responsibilities.