**Student Leadership Council Job Description and Guidelines**

***Position Description***

The Student Leadership Council promotes youth leadership, service-learning and critical thinking among high school and college students. Student advisors offer programming suggestions, delegate responsibilities to other students and bring a valuable perspective to NHEG's work. All opinions are important, and all points of view will be respected. NHEG helps students plan and save for their future by writing grants on their behalf. In return, students participate in advisory group meetings and raise funds for themselves and for NHEG.

***Major Duties***

• Assist with public relations and fundraising

• Attend online and in-person meetings (cannot miss more than two per year)

• Work as a team to accomplish goals

• Make recommendations and/or provide key information to board members

• Plan and successfully execute group programs and activities

• Actively listen and offer to the director constructive and positive feedback

• Report questions and concerns to director and/or board members

***Qualifications & Requirements***

 ***●*** Communication skills both written and verbal (we can help you expand these skills)

 ***●*** Responsible, dependable, honest and mature

 ***●*** Friendly, patient and sensitive to a diversity of students and students with special needs

 ***●*** SLC Members must be 14-23 years old and in grade 9-12 with a minimum GPA of 3.0, and for those continuing into college with a minimum GPA of 3.0

 ***●*** Once accepted as a junior member, the student can work up to become a senior member by fulfilling the following requirements:

1. Letter from Executive Director of New Heights Educational Group confirming active involvement in the Student Leadership Council for one year, and
2. Letter from a mentor(s) confirming successful completion of a 6-month project in a chosen area

All junior and senior members are expected to fulfill certain responsibilities to maintain their membership status. Those responsibilities are:

* Attendance at monthly/bimonthly meetings
* Serve as ambassadors of New Heights Educational Group in the community, with social media such as Facebook and at social events
* Actively participate in NHEG-led initiatives and programs
* Take on responsibilities as delegated by NHEG’s Executive Director

***Fundamentals***

The following guidelines apply to the student advisor position.

1. Training

NO prior experience is needed!

1. Evaluations

Your performance will be evaluated on the timeliness and efficiency your work is carried out in. Any concerns will be discussed with the appropriate recommendations made. In addition, your evaluation will be used as a determination of your continuing status and to highlight any areas that need improvement.

1. Dress Code

You will dress appropriately and professionally.

1. Supplies(Soft/Hard)

Whenever possible, NHEG seeks out ways to provide necessary supplies and softwares. All supplies and softwares are for NHEG purposes only. Any special needs should be brought to the attention of NHEG staff.

1. Conflicts

If you are experiencing difficulties during, or as a result of, your assignment, please contact NHEG to work out a solution. You are a valued member of our team, and we want you to have a positive experience while you are with us.

1. Behavior

Conduct yourself in a professional manner and be aware of your communication skills, language and behavior. All students and staff need to be treated with respect and dignity. Failure to do so will impact your status as a volunteer.

***Volunteers’ and SLC members Rights***

Every volunteer and SLC members has the right to be treated with respect by the NHEG staff members. When a problem arises, all staff members will treat it with confidentiality and fairness.

**Agreement Form**

I, , have read the above Student Leadership Council guidelines and descriptions of New Heights Educational Group and hereby agree to follow them. I understand that failure to do so would result in my removal as member of the Council.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please visit our website for more details:

[https://school.NewHeightsEducation.org/about/NHEG-groups/student-leadership-council/](https://school.newheightseducation.org/about/NHEG-groups/student-leadership-council/)