National Youth Council Advisor Application Instructions & Position Description

Instructions

Thank you for your interest in becoming an advisor to the American Red Cross National Youth Council (NYC)! To be considered for a position, you must submit a complete application consisting of the following documents:

1. Cover Letter
   a. Address your specific interest in joining the NYC and the skill sets or talents you will bring to the Council.
   b. What you hope to accomplish personally and professionally as an Advisor and what you hope to contribute through advising the NYC.

2. Resume
   a. Include both Red Cross and non-Red Cross affiliated experiences

3. Two Letters of Recommendation
   a. One must be written by a youth under the age of 24 with whom you have worked while at the American Red Cross.
   b. One must be written by a Red Cross supervisor (i.e., executive or RVSO) endorsing you as an applicant for this role.

The application package must be submitted electronically to YouthInvolvement@redcross.org by 11:59 p.m. EST on Wednesday, November 30.

Please make sure to fill in all information requested in the application.

- Completed applications should be saved as “Last Name_First Name_Council_Advisor_Application”
- The email subject should read “Last Name_First Name_Council_Advisor_Application”

Questions regarding the application should be addressed to:

Arthi Venkatakrishnan (arthi.venkatakshna@redcross.org)
Vice-Chair, American Red Cross National Youth Council

Questions regarding the position itself (i.e., time commitment and responsibilities) should be addressed to:

Allie Parker (allie.parker@redcross.org)
Anna Giang (anna.giang@redcross.org)
Advisors, American Red Cross National Youth Council
Information about the American Red Cross National Youth Council (NYC):

The National Youth Council consists of 13 youth and young adult volunteers from around the country—primarily high school, college, and young professional volunteers—as well as 2 adult unit paid or volunteer staff members who serve as Advisors. The NYC is supported by and works closely with the Youth Engagement team at National Headquarters.

The NYC strives to further the humanitarian mission of the American Red Cross by empowering youth and young adult volunteers to become community and organizational leaders. This is done predominantly in two ways: providing resources to youth in the field, such as information, trainings, and conferences, as well as advising Red Cross senior leadership on how to best engage youth and develop policies that promote both youth involvement and the American Red Cross mission. Most of the Council work occurs while Members are spread around the country, so strong oral and written communication skills and self-motivators are a must as Members must be proactive about projects.

Position Description:

Selection of Advisors:

Positions are open to experienced field youth coordinators, Red Cross Unit Executives, and skilled employees in a specific line of service delivery, with a commitment to advance youth engagement.

Advisors serve a 2-year term, from January 2023 to December 2024. The term is renewable. Advisors may resign at any time; however, a December exit is preferable.

Various technical requirements are also essential to the success of the Advisor role, which includes regular access to a working laptop, wi-fi, cell phone, headphones, etc.).

Advisor Responsibilities:

- The NYC holds two weekly Working Group Calls, as well as biweekly Executive Committee Calls and All-Council Calls. These calls occur often during evenings and sometimes during weekends. Most Council work happens during these calls and Advisors are expected to participate on each of these calls.
- Advisors can expect to put in 8–10 hours of Council-related work each week.
- Advisors facilitate bimonthly professional development and leadership building tutorials during the All-Council Call. Topics are determined by Advisors with the input of Council Members based on professional development needs and are designed to aid as a growth and development tool for the NYC.
- There is one in-person meeting per year which advisors are expected to attend: meeting dates and locations are determined approximately two months prior.
- Advisors lead the Progressive Discipline Process as needed, as based on Red Cross Human Resource policies and NYC Standard Operating Procedures.
- Advisors facilitate clearly defined Member evaluations twice per year, whose purpose is to increase professional development and Council engagement.
- Advisors are expected to provide guidance and recommendation to all Council projects and serve as subject matter experts in their specific Red Cross fields.
- Advisors work with the entire Council and Youth Engagement team to connect them with internal and external areas of the American Red Cross where opportunities for engagement may lie.
All application materials are due by 11:59 p.m. EST on Wednesday, November 30.