



**American
Red Cross**

Youth Engagement

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. Share 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 or young adult 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 as one document (PDF) electronically to YouthInvolvement@redcross.org by **11:59 p.m. EST on Wednesday, January 31, 2024.**

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:

Hamid Torabzadeh (hamid.torabzadeh2@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)

Halle Bradshaw (halle.bradshaw2@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 15 youth and young adult volunteers from around the country—primarily high school, college, and young professional volunteers—as well as 2 adults, paid or volunteer, staff members who serve as Advisors. The NYC is supported by and works closely with the Volunteer Diversity & Youth 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 achieved in two ways: providing resources to youth in the field, such as information, trainings, and conferences; and 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 communication skills, proactivity, and self-motivation are key.

Position Description:

Selection of Advisors:

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

Expectations:

- Is a volunteer role (estimated 8-10 hours per week outside of business responsibilities)
- Time flexibility: all responsibilities are virtual, but most occur outside of typical business hours
- If you have any questions, please email YouthInvolvement@redcross.org or hamid.torabzadeh2@redcross.org

Advisors serve a **2-year term, from February 2024 to December 2025**. 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 bi-weekly Working Group Calls, weekly Executive Committee Calls, and bi-weekly 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, with Working Group Calls being split between the two advisors
- 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. ET on Wednesday, January 31, 2024.