

## **Youth Planning Board Member -- Job Description**

### **Position Summary**

The Academy for the Love of Learning invites youth to participate in the design of #TheLearning Spirit Youth Summit, a three-day, youth-driven learning experience and ecosystem of co-creation. To do so, the Academy is forming a Youth Planning Board. The Board will help imagine, create, and plan #TheLearningSpirit Youth Summit.

Youth Planning Board members are community-minded, imaginative, and creative young people that envision co-creating the change they wish to see in the world, whether that change is micro- or macro-level change.

Youth Planning Board members will participate in bimonthly meetings (twice a month) to plan, design, and create the Youth Summit. All Youth Planning Board members will co-create the agenda, activities, and learning questions for each Board meeting. The Board meeting topics, learning questions, and activities will inform the design of the Youth Summit. The Academy will support this process by providing a theme and outcome guide for each Board meeting.

The Youth Planning Board will also invite and select guest workshop facilitators, review workshop session proposals, and review Youth Summit applications. The Youth Planning Board will continue to meet after the inaugural Youth Summit in order to reflect on learnings and prepare for the next Youth Summit.

The Youth Planning Board experience will also serve as a reflection point for the Academy in co-creating and imagining with young people.

Please note: The Youth Summit will be either a virtual or a hybrid event.

### **About the Academy for the Love of Learning**

The Academy is a world-class organization in the field of learning and education. Over the past twenty years, it has designed and implemented curricula and dozens of programs for teachers, educators, social leaders, artists, elder communities, and others. Today the Academy is focused on magnifying its impact through collective learning with our learning partners, local community, and online and in-person audiences.

The Academy is now entering into a new vision for its work in the world. By sharing and evolving our pedagogy, the Academy aims to co-create new visions of learning with young people, adults, and youth-driven organizations. The Academy's renewed and refocused vision seeks to deepen the impact of our mission, awakening a natural love of learning in people of all

ages, through collective learning and co-creative reimagining of how and where learning happens.

### **Youth Planning Board Member Tasks & Responsibilities**

1. Co-create Youth Planning Board conversation themes and agenda.
  - a. Co-lead, facilitate, and plan Youth Planning Board meetings based on theme guide provided by the Academy.
  - b. Practice creating prompts, learning sessions, and facilitation.
2. Co-develop youth-driven recruitment and outreach suggestions for the Youth Summit.
  - a. Create best practices for reaching out to young people.
  - b. If interested, participate in outreach and publicity efforts for the Youth Summit (not required). Publicity efforts will target youth-led podcasts and radio shows.
3. Co-plan and co-prepare the Youth Summit:
  - a. Develop learning sessions ideas and a list of guest workshop facilitators to invite.
  - b. Develop a Youth Planning Board learning session(s).
  - c. Create Youth Summit participant applications.
  - d. Create rubrics for reviewing and evaluating guest workshop proposals and Youth Summit applications.
  - e. Review, approve, or pass on guest workshop proposals and Youth Summit applications.
4. Co-lead and participate in the Youth Summit experience:
  - a. Lead opening and closing sessions.
  - b. Facilitate learning sessions.
  - c. Document (photography, videography, visual scribing, etc.) the Youth Summit.

5. Co-plan and prepare the next Youth Summit (2024):
  - a. Track learnings and make meaning of inaugural Youth Summit experience in order to inform the design and learning objectives of the next Youth Summit.
6. Explore Youth Summit learning themes and learning objectives:
  - a. Participate in ongoing conversations about reimagining learning.
  - b. Collectively practice reflection, story sharing, and expressing the impact of social issues or injustices in order to model these practices in the Youth Summit.

### **Other Matters**

This job description is not a contract of employment. Your employment is subject to the terms of your Offer Letter and the Academy's Employee Manual.

*The Academy for the Love of Learning does not practice or permit discrimination on the basis of sex, sexual orientation, age, race, color, national or ethnic origin, religion, or physical handicap or disability.*