

## **Y-Corps Captains: Duties & Roles**

Captains are the student leaders of the Y-Corps service program. Captain responsibilities begin as soon as positions are accepted and continue through the entirety of the travel component of the program. Below, expectations of Captains are broken down by time of year.

### **October to January**

During the first part of the Y-Corps Captain program, Captains will be expected to:

- Participate in phone/online check-ins with Captain Lead (Elizabeth) to build a student recruitment strategy
- Attend the Captain Retreat at the Kentucky YMCA Office in Frankfort on Sunday, November 17<sup>th</sup>, 2019
- Begin working toward fundraising and service goals (starting November 17<sup>th</sup>)

### **February to April**

Captains will begin working with their specific teams. During this period, Captains will:

- Continue phone/online check-ins with Elizabeth
- Initiate and maintain team-building activities
- Monitor team progress toward service, advocacy, and fundraising goals using spreadsheets provided by Y-Staff
- Brainstorm and carry out strategies for engaging team during this period through social media, GroupMe, and other means
- Complete their fundraising and service goals by April 25<sup>th</sup>, 2020 (earlier deadline than participants)
- Collaborate with Elizabeth to learn how to lead Y-Corps Institute (YCI), brainstorm ways to engage experienced students at YCI, and plan service project to be held at YCI
- Research their team's service region and brainstorm journal and roundtable prompts
- Call and email struggling team members to help them reach their goals
- Attend and lead YCI on April 25<sup>th</sup> & 26<sup>th</sup>, 2020

### **May to July**

- Continue phone/online check-ins with Elizabeth, and participate in phone/online check-ins with Staff Team Lead
- Work with Staff Team Lead to plan travel route and service projects
- Prepare games, songs, and bus activities
- Prepare roundtable and journal prompts based on route information from Staff Team Lead
- Make strong efforts to encourage and help team members meet final service, advocacy, and fundraising deadline. Call and email struggling students

### **July, On-Trip and Post-Trip**

- Create a team environment where all feel welcome, included, safe, and celebrated
- Model servant leadership at all times
- Support team members to lead tasks at service sites as well as daily tasks such as meal bin supply checks, meal preparation, packing and unpacking, etc.
- Maintain a positive attitude
- Energize team and mobilize them; help them stay on track during early mornings, long days, etc.
- Facilitate journaling and roundtable
- Post-trip: debrief with Staff Team Lead, Captain Lead, and Y-Corps Director

## Individual Captain Roles

In addition to the responsibilities expected of all captains, each captain will have an additional set of responsibilities related to Advocacy, Fundraising, or Service. Captains will be provided a more detailed timeline and set of responsibilities upon acceptance but should be aware of the following general roles.

**Advocacy Captains** will lead advocacy efforts by the captain team and by their individual teams. Advocacy captains will be expected to:

- Prepare an advocacy workshop for YCI
- Compile Y-Corps and general service stories to share with team to inspire and motivate
- Prepare journal prompts to send to team throughout pre-travel program
- Assist team members in Passion Project storytelling

**Service Captains** will spearhead the service element of the Y-Corps program. Service Captains will:

- Monitor team service hours using MobileServe and service tracking spreadsheet
- Prepare a service workshop for YCI explaining the importance and meaning of service
- Work with Advocacy Captain to help team members build strong Passion Projects

**Fundraising Captains** will encourage students in their journeys raising money for the Kentucky YMCA Scholarship Fund. Fundraising Captains will:

- Monitor team fundraising progress using team fundraising pages and tracking spreadsheet
- Work closely with Director of Mission Advancement (Meghan) on yearlong fundraising endeavors

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## General Captain Requirements

Please note the following requirements and notes for serving as a captain:

- Students in the 11<sup>th</sup> and 12<sup>th</sup> grade who have prior Y-Corps experience may apply to be Captains.
- Captains must attend either the Go For It Conference (January 18-20, 2020) or the Leadership Training Conference (June 11-15, 2020).
- Like all students, Captains must abide by the Student Code of Conduct.
- Captains must attend the Captain Retreat on Sunday, November 17<sup>th</sup>, 2019.
- Captains must meet their service and fundraising goals by April 25<sup>th</sup>, 2020. They may begin fundraising and logging hours after the Captain Retreat.
- Captains must attend the Y-Corps Institute (April 25-26, 2020).
- Captains will be assigned to a specific Y-Corps team by February 2020. A Captain who requests to move teams after assignment for any reason stands to lose their position as Captain on any team.
- Captains will be privy to certain information regarding the travel portion of Y-Corps that other Y-Corps team members will not. It is the responsibility of Captains to keep this information secret.
- Captains must uphold the duties named on this document and must maintain regular communication with Y-Staff. Any captain who fails to do so will be removed from their Captain position.

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I agree to fulfill the duties and roles of Y-Corps Captain as outlined in this document, and I understand that if I do not fulfill these responsibilities, I will be removed from my position.

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_