



## **UNICEF High School Club Leadership Position Description**

UNICEF High School Club leaders are an integral part of a vast network of volunteers across the United States that increases awareness about global humanitarian issues, advocates on behalf of UNICEF, and raises or leverages funds the US Fund for UNICEF. Students wishing to pursue a leadership or member position with the UNICEF High School should be prepared to make this role an **important extracurricular priority**. UNICEF High School Club leadership position requires an intensive commitment of time and energy to both individual work and productive collaboration.

This position offers student leaders a unique and exciting opportunity to shape the course their BE UNICEF High School Club while gaining valuable leadership and nonprofit management skills.

### **Benefits include:**

- Learning about UNICEF's work in more than 150 countries and territories. In areas from nutrition to child protection, HIV/AIDS to education, no other organization surpasses UNICEF's vast experience, extensive resources, global presence, and perspective in helping save children's lives.
- Keeping up-to-date on UNICEF's work in emergencies such as natural disasters and armed conflict crises.
- Accessing volunteer-only resources, publications, and a national network of student volunteers.
- Receiving invitations and notification of special events and local volunteer opportunities.
- Developing resume-building leadership skills.

### **UNICEF High School Club leadership responsibilities:**

- Plan and implement at least one education, advocacy, and fundraising activity per year on your school and in your community on behalf of UNICEF.
- Use the UNICEF High School Club Education and Activity Calendar to guide the education and fundraising activities of your club.
- Continue to increase the quality and professionalism of activities to increase the effectiveness of the movement for child survival.
- Promote membership management and leadership development by conducting effective recruitment campaigns each semester, organizing initial and ongoing membership development activities, taking steps toward retention, building a strong committee leadership structure, and ensuring an effective selection and transition of new leaders.
- Use the Online Volunteer Center to post events on the Calendar of Events. Use downloadable resources available in the Online Volunteer Center.
- Complete the Online Reporting and Reflection Survey once each year in May.
- Educate yourself about current elements and activities in the movement for child survival by visiting the Online Volunteer Center FieldNotes blog often.
- Maintain political impartiality on issues when representing UNICEF and, when asked, coordinate school involvement in UNICEF-sponsored public policy concerns.
- Maintain BE UNICEF High School Club infrastructure by tracking finances, membership, and ensuring the timely processing of donations.
- Participate in the US Fund for UNICEF national programs: Trick-or-Treat-for-UNICEF and UNICEF Tap Project.

**Requirements:**

- Leadership terms last at least one full calendar year preferred.
- Individuals serving as High School leaders should be prepared to commit no less than 5 hours per week.
- Leadership teams will host structured member meetings twice per month.
- Leaders serve as the main contact for national priorities and initiatives and should feel comfortable understanding, adapting, and implementing these initiatives locally.
- On occasion, leaders may be asked to participate in local volunteer opportunities, site visits, trainings, and other special events. While not mandatory, participation in these opportunities is highly encouraged for the continual enrichment of the leadership team and program.

For more information, please download the "Prospective Club Toolkit" or email [highschoolclubs@unicefusa.org](mailto:highschoolclubs@unicefusa.org).