



UNICEF High School Club Advisor

Position Description

UNICEF High School Clubs are student-led organizations that educate, advocate, and fundraise for the benefit of UNICEF in the United States. Clubs will follow a detailed year-long curriculum that educates student about global humanitarian work, and the work of UNICEF.

One of the club requirements is to partner with an appropriate adult who will serve as the club's advisor. An advisor can be anyone employed by a sponsoring high school, a sponsoring civic organization, or an informed member of the community. Advisors are essential to the success of the student groups, as they provide consistency and sustainability to the clubs.

It is important to remember that High School Clubs are student-led organizations. Advisors should not serve as the primary contact or leader of the group. They should serve, rather, as a mentor, coach, or guide.

An advisor's role may be defined as follows:

- Meet with student leaders on a monthly –or at least regular – basis.
- Provide interpretation of any school or organizational policies.
- Provide help with annual planning and goal-setting.
- Provide help with event planning.
- Provide guidance and oversight of annual leadership transition.
- Provide help with access to school and community resources.

Each club should have one advisor, but should encourage other faculty members, staffers and administrators to be involved with the UNICEF High School Clubs.

Advisors are required to aid the primary student contact in the club registration process, which is housed at www.unicefusa.org/highschoolclubs under "Register a Club". During registration advisors will be asked to provide contact information and agree to the terms and conditions outlined in the Volunteer Agreement form. This registration form will also ensure that advisors receive the monthly High School Club eNewsletter. For further details regarding the Club policies email highschoolclubs@unicefusa.org.

For more information on the High School Clubs, please visit www.unicefusa.org/highschoolclubs and download the Prospective Club Toolkit on the 'About High School Clubs' page.

Note: Should you be interested in integrating UNICEF's work and humanitarian affairs in general into your classroom, please visit www.teachunicef.org to view downloadable units, lesson plans and handouts about global humanitarian issues.