



Alaska Youth for Environmental Action

Civics & Conservation Summit Trainer Roles

Outlined here are AYEAs Summit trainer roles for both Adult Trainers and Youth Peer Trainers. Please review both to understand the difference in responsibilities and ask staff for any clarifications at ayea@akcenter.org

Adult Trainer

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Youth Peer Trainer

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ADULT TRAINER ROLE

The Role of the Adult Trainer is to

- *Establish friendly and trusting relationships with participants*
- *Co-facilitate content and team building activities with youth peer trainers*
- *Offer additional logistic help for AYEA Staff as needed*
- *Offer occasional support and expertise throughout the remainder of the annual AYEA cycle*

Ensure Safety & Wellbeing of Teens and Fellow Trainers

- o CPR certifications are encouraged! Training can be provided prior to the summit for uncertified trainers.
- o The Alaska Center ED FUND is continually updating our covid mitigation plan based on state mandates and CDC guidelines. To avoid the spread of COVID-19 infections, we highly encourage vaccination for both staff and trainers.
 - Currently, masks are optional for everyone tested negative before and after the summit. Masking is encouraged when we have guests or travel to other indoor spaces
 - For adult staff & trainers masks are optional outside while fully vaccinated and testing negative.
 - AYEA will provide covid tests before, during, and after the summit.
- o Background checks are required for every adult trainer and staff working with youth under the age of 18. After applications are accepted, we will send a link online to follow through with a background check.

Facilitate Meal Prep and Clean Up with a Meal Group

- o Youth Trainers will be assigned to a Meal Group consisting of ~3 participants. Adult Trainers will be assigned to specific meals.
- o Adult Trainers will be responsible for facilitating meal preparation and clean-up for their assigned meals throughout the summit for 2-3 meals throughout the week for the whole group. All ingredients and directions will be provided.
- o If any participant in the Meal Group needs emotional or logistical help, the Adult Trainer will be the assigned adult to care for that youth.

Facilitating Sessions

- o Adult and Youth Trainers will be facilitating several sessions. These may include:
 - Introductions, Expectations & Ice Breakers
 - Co-leading skills or educational sessions
 - Cultural Sharing
 - Attending Constituent Meetings
- o Example session outlines from past trainings will be provided. Adult and Youth Trainers will work together to finalize their session outlines and deliver the sessions. Preparation time will be provided at the Trainer Retreat during the 2 days before the start of the Summit.

Opening Circle

- o Each day, Adult and Youth Trainer teams will lead an "Opening Circle" for 15 minutes. This activity is meant to engage and energize the group so that they are ready and excited for the day. The Opening Circle will end with a brief review of that day's agenda.
- o Consider including:
 - Physical activity
 - Goal setting
 - Music/Creativity

- Art
- Time will be allotted to Adult/Youth Trainer pairs during the Trainer Orientation so that they can plan their Opening Circle activities.

Additional Logistical Items

- Adult Trainers will help lead fun activities throughout the training. There are several options:
 - Games or other activities to play/do during “Social Times”, Meals, and “Free Time”
 - Help on outdoor excursions (hiking, interpretation, etc)
- Van Driving & Airport pickups (*if needed*)
 - Each vehicle transporting minors needs two adults
- Quiet time/lights out enforcement

Post Summit Support

- Adult Trainers provide strategic support throughout the annual AYEА cycle. This may include:
 - Campaign knowledge and expertise
 - Timeline planning support
 - Providing access to resources, networks and guidance
- Adult Trainers will provide logistical support in statewide efforts. This may include:
 - Recruiting new youth to join activities and events
 - Sharing opportunities and resources with teens
 - Passing along information from AYEА staffers
 - Giving input and feedback on AYEА’s structure and programming

YOUTH PEER TRAINER ROLE

The Role of the Youth Trainer is

- *To establish friendly and trusting relationships with participants*
- *Co-facilitate content and team building activities with adult trainers*
- *Contribute to a positive atmosphere at the Summit, provide fresh perspective and ideas in planning!*

Assist Adult Trainer with meals

- o Each youth trainer is assigned to a meal team (3-5 youth delegates) and will work with that team to prepare and/or clean up for 2-3 meals throughout the week for the whole group. All ingredients and directions will be provided.
- o Adult Trainers will be assigned to specific meals, and will be responsible for the planning of the meal and meal clean up.
- o If any participant in the Meal Group needs emotional or logistical help that goes unnoticed by adult trainers, the youth peer trainer will alert the Adult Trainer assigned to that group.

Facilitating Sessions

- o Adult and Youth Trainers will be facilitating several sessions. These may include:
 - Introductions, Expectations & Ice Breakers
 - Co-leading skills or educational sessions
 - Cultural Sharing
 - Planning for the Statewide Campaign
- o Example session outlines from past training will be provided. Adult and Youth Trainers will work together to finalize their session outlines and deliver the sessions. Preparation time will be provided at the Trainer Retreat during the day before the start of the Summit.

Opening Circle

- o Each day, Adult and Youth Trainer teams will lead an "Opening Circle" for 15 minutes. This activity is meant to engage and energize the group so that they are ready and excited for the day. The Opening Circle will end with a brief review of that day's agenda.
- o Some things to possibly include:
 - Physical activity
 - Goal setting
 - Music/Creativity
- o Time will be allotted to Adult/Youth Trainer pairs during the Trainer Orientation so that they can plan their Opening Circle activities.

Additional Volunteer Role

- o Youth Trainers will help lead fun activities throughout the training. There are several options:
 - Games or other activities to play/do during "Social Times", Meals, and "Free Time"
 - Help on outdoor excursions (hiking, interpretation, etc)
- o Vibe check
 - Facilitate a positive and emotionally safe environment for all participants!
 - Notify Adult Trainers/AYEA Staff of any concerning dynamics noticed
 - Ask prompting questions and model positive engagement during sessions

Post-Summit Support

- o Youth Trainers will help support the 2022-23 Statewide Campaign. This may include:
 - Recruiting youth to speak to decision makers and join events
 - Sharing opportunities and resources with other teens
 - Passing along information from AYEAs staffs
 - Giving input and feedback on AYEAs structure and programming