

Greetings Mocker or Mock Trial Coach!

I obtained your contact information through the American Mock Trial Association website or your school's website. On behalf of Envision, the nation's leading experiential education organization, we are seeking highly motivated and energetic individuals to work for us this upcoming summer! Specifically, we are seeking college mock trial students to fill our temporary field positions of Faculty Advisor or Operations Team Member for the Intensive Law & Trial program. At Envision, we are dedicated to enabling students to discover their career and life interests, and providing them with the skills, resources, and experiences they need to successfully achieve their goals. Envision has been offering experiential programs to motivated students since 1985.

What's in it for you or team members?

- Networking opportunity with Stanford Law School professors!
- Gain experience mentoring high school students by teaching the craft of mock trial!
- Gain valuable working experience and professional development!
- Housing, Meals, Travel...mostly free (with the exception of some meals)!
- Stipend amount of about \$1200 per session worked!

Program Description:

Intensive Law & Trial is a ten-day program held in collaboration with Stanford Law School in Stanford, CA geared toward high achieving 10th - 12th grade students, who have shown a deep interest in the field of law. Intensive Law & Trial is an advanced level college immersion program that exposes students—from across the country—to the field of law, particularly trial advocacy and litigation. Students learn first-hand skills that are necessary for 21st century success. Students are taught the essence of lawyering at its finest—by law school professors— and will compete in a “collegiate-style” mock trial simulation held in an actual courtroom environment. Law schools students and current American Mock Trial Association students affiliated with a college mock trial team are encouraged to apply.

Program/Training Dates, Location, Compensation:

These temporary contract positions will begin mid-June and will last through late July. The Law & Trial program will be located in Palo Alto, CA at Stanford Law School/Stanford University.

Training:

University of Maryland – College Park, MD
June 12 – 17, 2014

Sessions:

- 1 – June 22 – July 1, 2014
- 2 – July 6 – 15, 2014
- 3 – July 17 – 26, 2014

Compensation includes free housing, most meals are covered (exception of meals between training and session 1 as well as between other sessions), some travel, and admission to all conference activities. Staff members will also receive a stipend for each individual conference session worked (see our website for conference details). Overall, the stipend amount is about \$1200 per session worked. You'll be responsible for your travel to training at UMD and from Stanford to your home.

Position Descriptions:

Faculty Advisor Position:

Faculty Advisors are responsible for providing a superior educational experience through facilitation and instruction using a hands-on educational curriculum. The Faculty Advisor must be able to interact with and supervise students to provide for their safety and well-being. Faculty Advisors report to the Education Coordinator.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Create and manage a stimulating educational environment which is conducive to students learning
- Instruct students using a career based curriculum
- Facilitate small group meetings (lead discussions, briefings, debriefings, simulations, etc.)
- Assess student progress toward learning objectives and adjust instruction as appropriate
- Be responsible for providing the best experience possible for all program participants
- Supervise an assigned group of approximately 25 high school students and accompany them on all group outings
- Be knowledgeable of all policies and procedures and assist in their enforcement, including student conduct and dress code
- Provide supervision and assistance at the program site and events as assigned
- Assist the Operations Team with logistics as needed
- Work closely, cooperatively, and amicably with all staff members
- Provide high level of customer service
- Perform other duties as determined by the program leadership

BACKGROUND/REQUIREMENTS

- College Upperclassman (3+ years college experience and/or Bachelor's degree preferred)
- Experience and/or interest in working with high school students
- Experienced collegiate level mocker with knowledge of Allen v. Neptune case (academic year 2012-2013)
- Prior teaching or facilitation experience desired (secondary level preferred), but not required
- Interest in or knowledge of program topic (preferred)
- High energy level, flexibility, and the ability to work extended days and hours
- Ability to reside at the conference site
- Completion of training program prior to working first conference session
- Pass a mandatory criminal background check
- Eligible to work in the United States

Operations Team Position:

Operations Team Members work behind the scenes to ensure that all events -- from opening day registration to site visits and speaking events run smoothly. The Operations Team is responsible for the logistical implementation of the program as directed by the Operations Coordinator. They also address and meet the general needs of the program, such as overseeing transportation and responding to the needs of all program participants. Operations Team Members must be comfortable interacting with and supervising young people, be capable of handling stressful situations, and be able to use and be responsible for communications equipment. This position requires a considerable amount of physical activity including heavy lifting, walking, and being on one's feet for long periods of time.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Monitor the safety and whereabouts of students at all times
- Address all student medical concerns using Envision medical policy guidelines
- Be knowledgeable of all policies and procedures and assist in their enforcement, including student conduct and dress code
- Identify and solve any logistical problems that arise in a quick, efficient, and professional manner
- Manage safe and efficient transportation of students and staff during program
- Utilize the Operations Team vehicles as dictated by program needs
- Advance the location of program events to ensure proper set up and the logistical success of the event
- Prepare all group meeting rooms and deliver materials to the rooms as directed
- Manage food and beverage refreshments for conference social and registration events
- Re-stock supplies when needed
- Follow accounting procedures for petty cash expenses
- Provide high level of customer service
- Work closely, cooperatively and amicably with all staff members

BACKGROUND/REQUIREMENTS

- College Upperclassman (3+ years college experience and/or Bachelor's degree preferred)
- Must be at least 21 years of age (as mandated by rental car agreement)
- Experience and/or interest in working with high school students
- Interest in or knowledge of program topic (preferred)
- Previous logistical or operations work experience (preferred)
- High energy level, flexibility, and the ability to work extended days and hours
- Ability to reside at the conference site
- Completion of training program prior to working first conference session
- Pass a mandatory criminal background check
- Eligible to work in the United States
- Hold a valid U.S. driver's license with a good driving record and significant (3-5 years) experience with city driving.

Apply Today:

If you or any of your team members are interested in applying, please follow the link <http://www.envisionexperience.com/jobs/work-for-us>. Click on **Temporary Education Opportunities**, then click **search**. Follow the link titled, "**Summer 2014 High School Leadership & Career Based Programs**," and click **apply now**. On your application, specify your interest in working with the Intensive Law & Trial program.

Not Interested?

Please feel free to forward this email to any of your colleagues at other AMTA affiliated mock trial colleges or universities.

Best of Luck,
Jonathan R. McKinney

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Envision has been offering experiential programs to motivated students since 1985. Envision programs have served more than 800,000 students in more than 145 countries, with programs designed to build skills through experience. The Envision family of programs offers a complete continuum of leadership and career exploration programs, incorporating the Global Young Leaders Conference, the Junior National Young Leaders Conference, Congressional Youth Leadership Council, LeadAmerica and the National Youth Leadership Forums on Medicine, National Security and Law and CSI.