

GYC Facilitator Job Description (Intern - level 2)



The Global Department was founded in late 2014 and is responsible for Osaka YMCA's short and long term internship programs, Global Youth Conference (GYC), social enterprise and staff exchange programs. The GYC Facilitators will be assigned under the Global Department, but will also be working at the Global Learning Center at Mt. Rokko.

The Osaka YMCA GYC Facilitator Intern is responsible for researching, creating and facilitating a GYC workshop in a small team and leading the GYC General Assembly. The Facilitator intern will be working closely with the Facilitator Trainer Senior Interns, receiving guidance and direction with such things as developing workshop content and materials, presentation style, and effective communication to your audience. The Facilitator intern's goals are aligned with the objectives of the Osaka YMCA GYC 5 year strategic plan which aims to create an internationally renown youth conference model run by young people for young people from around the world. 12 - Level 2 Intern positions are available with each taking roughly 6 - 8 weeks from the start of July to late August, 2019 but may also require some post-internship evaluation time.

You will use your strong research, planning and communication skills to help develop and improve a suitable workshop & General Assembly model for implementation at the GYC and will be expected to work on it in the lead up to, during and directly after the GYC. Interns must be prepared to test themselves physically and work and live in a natural, mountain environment.

The intern will have the opportunity to gain or deliver:

- ✧ Hands on planning and implementation of a variety of Global Department projects at an international intern level within Osaka YMCA
- ✧ Valuable administration, event and project planning and research experience reflective of the Internship position
- ✧ Use existing skills to achieve agreed project outcomes
- ✧ Internship experience in a Japanese organisation
- ✧ An opportunity to develop their Japanese language skills
- ✧ Meet a variety of interns from around the world, allowing them to share, learn and form global partnerships
- ✧ Intern with experienced staff that can help guide them through their internship and expose them to challenges and opportunities to which they can realistically achieve

Global Department

1-5-6 Tosabori Nishi-ku, Osaka, Japan 550-0001
 TEL +81-6-6441-5088 FAX +81-6-644-2069
 WEB <https://www.osakaymca.ac.jp/global/>

Job Outline

- ✓ Research and prepare nominated workshop material and PowerPoint presentations as a workshop team member
- ✓ Conduct workshops in assigned team
- ✓ Coordinate supplementary workshop information for GYC participant packs
- ✓ Assist with promotion of the conference by attending school promotion days and seminars
- ✓ Provide digital content (Facebook posts, pictures, video) to the Conference Communications Team
- ✓ Assist with the conference pre-training day for Japanese participants
- ✓ Assist camp interns and staff with site preparations and conference logistics
- ✓ Participate in GYC Youth Committee meetings as required
- ✓ Perform public speaking duties as required
- ✓ Write review reports on GYC experience and make enhancements to GYC information for future facilitators
- ✓ Complete all surveys, feedbacks, interviews, testimonials, etc
- ✓ Make a testimonial video about internship experience and of GYC experience
- ✓ Participate in camp activities if time permits

Required Skills

- Experience and knowledge in a related field such as academics, facilitation, youth leadership, camp experience
- Public speaking and presentation skills
- Comfortable and interested in working with young people
- Demonstrated ability to train and live as a member of a team
- Ability to perform according to a set schedule and objectives but with only periodical supervision
- Comfortable living in a relatively remote environment surrounded by nature
- Excellent computer and project research skills, especially in social enterprise, youth issues and current affairs
- Flexible and resilient, great problem solvers focused on solutions
- Able to have fun and encourage others to participate and engage

Additional Requirements

- Minimum Age of 18
- Valid Passport with at least 6 months validity remaining / visa (if required)
- Comprehensive travel insurance
- Proficient in English

Schedule and Conditions

- Osaka YMCA will provide written confirmation of the internship position, agreed hours, schedule and conditions
- Osaka YMCA will provide direct access to management to ensure clear lines of reporting, instruction, guidance & training

Global Department

- Internship location will vary between the Global Department in Tosabori and Rokko Global Learning Center. Work during day trips to cultural sites might also be required
- Schedule — the Intern will be expected to train between 30-40 hours per week for approximately 6 weeks (July 1st - August 23rd). Workload will vary according to project demands. * An extension of time can be negotiated if necessary. There may be days you are required to go on overnight stays or required to train on weekends or later than the scheduled shift. Days off and program time will be adjusted accordingly
- An average of 2 days off per week. *The intern will be required to participate in the Global Youth Conference (August 6th - 9th)
- An intern stipend in accordance with the Osaka YMCA Global Internship Allowance System that is determined by the region you are from for the first month. The second month onwards is a set amount for all interns regardless of the region you are from. The basic rule is allowance amount for the first month is determined by the distance between your home country and Japan. This allowance is provided to assist with your time in Japan and must not be mistaken as wage or salary for the hours you put in.
- Acknowledgement — Interns who successfully complete the program will receive a certificate of completion and may be considered for certification for the Osaka YMCA Global Internship Progressive Leadership Program.

Global Department

1-5-6 Tosabori Nishi-ku, Osaka, Japan 550-0001
TEL +81-6-6441-5088 FAX +81-6-644-2069
WEB <https://www.osakaymca.ac.jp/global/>