

2023 IYNA Youth Neuroscience Volunteer Contract

March XXth, 2023

Individual for Hire: TO BE DETERMINED

Current Executive Director: Khayla Black, kblack@youthneuro.org

Hello,

Thank you so much for committing to be a volunteer for Youth Neuroscience for the International Youth Neuroscience Association. The International Youth Neuroscience Association (IYNA) is a 501(c)3 registered nonprofit dedicated to providing opportunities for and inspiring the next generation of neuroscientists. Youth Neuroscience is our annual summer program where students can enroll to learn neuroscience from lectures, recitations, and application based projects taught by professors, graduate students, and TA'ed by undergraduate and graduate students. Within the Youth Neuroscience Program, the volunteer team member position entails spearheading, maintaining, and developing our Youth Neuroscience program. This includes, but is not limited to, securing lectures, supporting our teaching assistants, supporting our student body, and managing the logistics of the program.

Responsibilities:

- Leading IYNA's 2023 Youth Neuroscience summer program, tasks include but are not limited to: securing 20 - 30 professional lecturers, coordinating content distribution for lectures, planning and hosting symposiums for student projects (e.g. our annual poster symposium), administering certificates to students for successful completion of summer program, and answering student inquiries. You must be comfortable with the aforementioned tasks.
- Joining the summer course team means you will work with many moving parts. We have dozens of professor lectures, dozens of TAs, and hundreds of students. This means that the program has many components. Thus, our volunteers should be quick and adaptive learners that have experience with complex tasks.
- Collaborating with fellow volunteers to make decisions and delegate tasks necessary to successfully lead the summer program
- Checking Discord at least once daily to communicate with fellow volunteers as this is our primary means of communication
- Our program is very large, meaning it is impossible for the program head to observe every facet of the program. For this reason, we expect our volunteers to take the initiative to identify areas that need attention for the summer program and address this need without being prompted to do so.

Requirements:

- An in depth understanding of our program. Please watch this video. [LINK THE VIDEO.](#)
- Proficiency communicating in written and verbal English
- Proficiency with G-Suite, Microsoft Suite, Discord, and Zoom
- Professionalism, efficacy, and cordiality when communicating with IYNA volunteers/members
- Proactivity and initiative: You are expected to spearhead your initiatives and find your own tasks to see through to the end of your event as you deem fit, on top of existing assigned work. You are also expected to seek out opportunities to grow and innovate the initiatives as the year progresses.
- Ability to manage multiple tasks and deadlines to execute large scale projects effectively.
- Time management allowing you to adhere to a prescribed timeline and complete tasks by deadlines. We have a firm policy that there is no room for error regarding public deadlines such as hosting webinars on advertised dates, releasing sign up forms on advertised dates, etc.

Skills gained: After serving in this position for one year, you will have helped host our 3rd and 4th annual summer programs with 300 student attendees and teaching assistants. You will have recruited professional lecturers in the field of neuroscience, contributed to programming for our grant proposal and poster symposium project, helped build partnerships between our program and 3 professional organizations, and helped manage a student body of 100-300 students.

Hours: As a volunteer, you are expected to commit to this role for 3-4 hours a week over the course of 2023. Please note that this allocation is made with the understanding that you commit 3-4 productive, efficient hours to completing your tasks, and has been accurate in its estimation for past volunteers spearheading events and initiatives.

Time Off: Volunteers can take up to 3 non-consecutive weeks off over the span of the year. We ask that you provide us at least 2 week's notice before taking a week off. However, this is subject to leeway as you may encounter emergencies, sickness, or other unprecedented circumstances.

Consequences of Breaching Contract: Volunteers are expected to consistently commit to 3-4 hours a week of work for the duration of the year– except for weeks off which are to be provided at least two weeks in advance. Moreover, you are expected to follow through with the contents of this contract. If you are found to consistently fail to abide by these expectations, we maintain the right to terminate your position.

Non-Compete, Non-Disclosure, and Non-Solicitation: As a volunteer at IYNA, you recognize that our organization is unique in its initiatives, content, and evaluation materials that are

property of the organization/partnerships as relevant. You agree not to use the IYNA materials acquired for disclosure outside of the organization, for personal benefit, or for a non-partner organization. We trust that you will respect our content and confidentiality adjacent to it.

Position Acceptance: If you understand and agree to the above terms and conditions, please sign and return this volunteer contract to svejandla@youthneuro.org within one-week. Accepting this volunteer offer means you will abide by the IYNA's terms and conditions described. Once you have returned the offer, you will receive further correspondence and clarification on your role, including assigned tasks for the trial period and onboarding requirements (e.g. acquaintance with IYNA documents and conventions).

The executive director maintains the right to provide feedback to all employees in a professional manner. This is to be restricted to professional information that is constructive for the volunteers to achieve their goals and expectations in the organization. If at any time the Youth Neuroscience Volunteer feels this is being violated, this may be reported to the Board Chair and will be handled accordingly. The Youth Neuroscience Volunteer is expected to have all program ideas approved by the Executive Director prior to implementing. The Executive Director must also be looped in on any agreements before they are finalized. The Executive Director maintains the right to override decisions if they feel that the activity in question does not fit with the IYNA's mission and values. Once the initial training period is over (duration to be decided by the Youth Neuroscience Volunteer and Executive Director), the Youth Neuroscience Volunteer should have free reign over communications with ongoing developments within the program that reflect discussions with the Executive Director accordingly. The work done will be evaluated through meetings and metrics agreed upon by both parties to measure success.

This contract is valid until its end date. This means the Youth Neuroscience Volunteer, upon signing, is committed to completing this position through its end date and is only allowed to violate the terms of this contract upon emergency circumstances. This must still be reported to the Operations Head. This also means the Executive Director cannot terminate this position unless the Social Media Manager violates the terms of the contract.

By signing this contract, you are agreeing to work as the IYNA's Youth Neuroscience Volunteer until DATE. You agree to abide by the rules stated above and to respect the weekly time commitment of 3-4 hours per week. You are committing yourself more broadly to work diligently towards the IYNA's mission and will do your best to achieve that in your time at the organization.

Signature of Social Media Manager for Hire

Date



Signature of Guardian if under 18

Date

Signature of Executive Director

Date