



4K for Cancer Leadership Guide

The Ulman Cancer Fund
for Young Adults

Leadership Team

Leaders are:

Visionaries, Educators, Innovators, Motivators, Communicators, Facilitators, Advisors

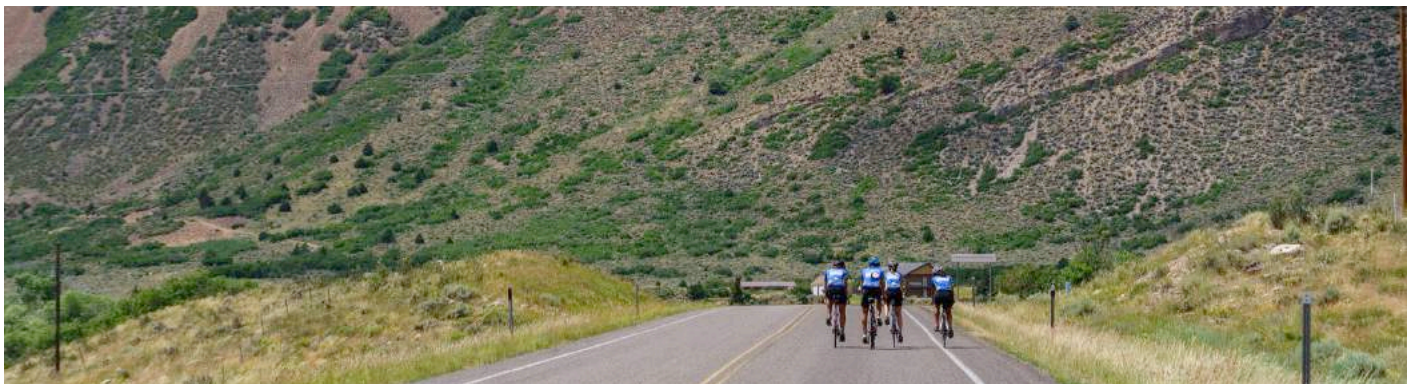
If you possess any of these characteristics, you should apply to be a part of your trip's leadership team. 4K for Cancer participants fight to improve the lives of hundreds of individuals affected by cancer each year. We are looking for individuals to lead that fight... Are you one of them?

The 4K for Cancer is truly a life-changing journey and the best way to experience the trip is to be a part of the leadership team. As a leader you will be able to:

- Capitalize on this unique opportunity and truly make the journey your own.
- Gain both personal and professional skills that will be essential to the success of your team, the program, and the organization as a whole.
- Build character, cultivate unique skills, and demonstrate your capacity for responsibility.

Each of the leadership teams will be comprised of 2 trip directors, 4-7 leg leaders, 1 mission coordinator, 1 social media coordinator, and 1 mechanic (ride) or trainer (run). UCF staff will work with the selected leaders throughout the winter and spring to prepare them for the upcoming summer. Once trip directors are selected, they will work with UCF staff to distribute information to the teams.

To apply for a leadership position, please read through each position's descriptions to see which best matches your strengths and interests. UCF staff will conduct interviews to selected applicants who best illustrate the qualities described throughout this guide. Leadership interviews will begin in November for the next summer.



Director

The director position is a very important position on the leadership team. Each team will have two directors who will work together to make sure that the team has a successful summer. Being a trip director can be one of the most demanding roles on the trip, however, it is also one of the most rewarding. Directors must be able to attend a director leadership retreat weekend in January or February. During the retreat, directors will meet and work with UCF staff. Food, lodging, and transportation to and from the retreat will be provided for all directors. Directors will be required to arrive a day early for orientation.

Responsibilities prior to the trip:

- » Serve as a point of contact for UCF staff members
- » Serve as a point of contact for your team
- » Attend director leadership retreat weekend in January or February.
- » Attend all online/phone leadership meetings
- » Learn the responsibilities of all other members of the leadership team and help them complete their duties
- » Work with your co-director to create driving rotations and chore lists prior to orientation

Responsibilities on the trip:

- » Respond to all inquiries asked about the organization from all inquiring parties
- » Ensure that each step of the daily routine is completed
- » Ensure that the members of the leadership team are fulfilling their roles
- » Mediate team conflicts by following policies and procedures and communicating with PC
- » Keep fellow teammates focused on the mission
- » Be a role model by being polite and courteous to hosts
- » Be a spokesperson for the organization
- » Assess and properly handle all injuries, and be point of contact for UCF staff during EAP
- » Emphasize/demonstrate safety and provide constant reminders to team
- » Be responsible for maintenance of the vans
- » Be confident in your decisions and enforce UCF policies strictly
- » Represent the organization with integrity
- » Maintain a team first mentality

Desirable attributes:

- » Strong public speaker
- » Compassionate
- » Perpetually positive attitude
- » Creative problem solver
- » Dedicated to the mission
- » Above average athlete
- » Prior leadership experience amongst peers
- » Honest and able to resolve conflict amongst peers



Leg Leader

Leg Leaders are an integral part of the logistical success of the leadership team. There will be 4-7 leg leaders on each team. Each leg leader will be assigned to a portion of the trip, but all are expected to work together to ensure each day is properly planned. Leg leaders will attend an online training webinar in the winter, outlining how to contact old and new hosts. During the trip, leg leaders will be responsible for following up with hosts and finalizing any details.

Responsibilities prior to the trip:

- » Secure all hosts for assigned section of the trip by April 1st
- » Secure breakfast, dinners, and showers when possible
- » Coordinate with fellow leg leaders
- » Attend all relevant online training
- » Check-in regularly with UCF staff on host progress
- » Become familiar with all routes for assigned section of the trip

Responsibilities on the trip:

- » Contact hosts one month, one week, and one day before arrival to ensure preparedness
- » Help motivate team in the mornings to ensure timely departure
- » Serve as main point of contact for hosts – be responsive via phone, email, or text
- » Encourage and enforce respectful behavior at hosts
- » Provide all relevant information to vans for day of arrival

Desirable attributes:

- » Strong attention to detail
- » Exceptional organizational skills
- » Proper phone and email etiquette
- » Committed to team and dedicated to reaching deadlines
- » Preferred experience with Google Sheets

Mission Coordinator

The role of the mission coordinator is to work directly with the UCF staff to relay information to the team regarding service and educational opportunities that they will encounter throughout their journey, as well as help facilitate other mission related tasks both prior to and on the trip. These events include but are not limited to all scholarship presentations, chemo care bag drops, educational tours, and bone marrow registration drives.

Responsibilities before the trip:

- » Correspond with UCF staff regarding scheduled events
- » Encourage teammates to read scholarship applications and complete YA Cancer Curriculum
- » Help educate the team about young adult cancer
- » Introduce yourself to scholarship recipients

Responsibilities on the trip:

- » Coordinate and help to execute service and educational events
- » Be the point person for UCF staff to relay all mission related information
- » Facilitate Days of Dedication and delegate mailing and writing postcards
- » Be responsible of collecting and managing all donations/finances
- » Encourage and help facilitate team fundraising on the road

Desirable Attributes:

- » Strong interpersonal skills
- » Effective phone communication skills
- » Professional, organized and responsible
- » Strong desire to help others
- » Good understanding of young adult cancer and UCF
- » Preferred experience with Google Sheets

Mechanic

The ride mechanic is essential to the entire team. The mechanic must have a solid understanding of every part of the bicycle. They should know how to make basic adjustments and fix problems. The mechanic is also responsible for teaching and assisting the other riders with upkeep of their bikes. Mechanics will be trained so that they are well equipped to handle any minor issues that they might face throughout the trip. The mechanic must be willing to travel to Baltimore a day before orientation for their training.

Responsibilities before the trip:

- » Attend all relevant training programs
- » Become familiar with the working parts of the bicycle
- » Encourage teammates to learn basic maintenance – i.e. how to change a flat tire

Responsibilities on the trip:

- » Assist with the repair and maintenance of teams' bicycles
- » Coordinate with local bike shops to arrange repair assistance
- » Teach other riders how to make minor repairs to their bicycles
- » Encourage proper bike maintenance daily

Desirable Attributes:

- » Prior experience with cycling and maintaining bicycles
- » Mechanically inclined
- » Willing and able to teach other riders about equipment maintenance



Trainer

The run trainer must have a solid understanding of stretching techniques, injury prevention, and rehabilitation. The trainer is responsible for teaching and assisting the other runners how to properly maintain their wellness throughout the trip. They will also be responsible for helping to reduce injury.

Responsibilities before the trip:

- » Read relevant training material
- » Become familiar with basic stretching and injury prevention
- » Contact college trainers about donating resources to the team
- » Send weekly wellness tips to team
- » Check-in with teammates progress with training. Use Checklist training tab to track mileage.

Responsibilities on the trip:

- » Assist with injury rehabilitation for teammates
- » Coordinate with local college trainers for assistance when necessary
- » Teach teammates when to stretch, rest, and ice

Desirable Attributes:

- » Prior experience with sports health
- » Willing and able to teach and assist other runners
- » Strong desire to help others
- » Compassionate
- » Proper phone etiquette
- » Creative problem solving



Social Media Coordinator

The social media coordinator will be responsible for daily updates to the team's Track My Tour map and Twitter. Social media coordinators will also be expected to manage the team Instagram takeover and share photos with their program coordinator.

Responsibilities before the trip:

- » Become familiar with photo, video, and blogging systems
- » Encourage teammates to pursue press opportunities in their local towns

Responsibility on the trip:

- » Remind and enforce 4K for Cancer social media policy with all teammates
- » Create a unique social media presence for the team
- » Maintain team Twitter account
- » Maintain team Track My Tour map
- » Manage Instagram takeover
- » Give shout outs to hosts and supporters on social media platforms

Desirable attributes:

- » Technologically savvy
- » Experience with social media and marketing
- » Attention to detail
- » Passionate about raising awareness for the young adult cancer community
- » Confident in enforcing social media policies amongst peers

