



bestdelegate

2021/2022 School Year
Program Staffing Job Descriptions

About Best Delegate

Best Delegate is a global education company with the goal of providing MUN for All. We believe Model United Nations is the single best activity for preparing future world leaders. Best Delegate was co-founded in 2010 by Ryan Villanueva and Kevin Felix Chan, who are lifelong MUNers and some of the world's leading MUN experts.

Ten years later, Best Delegate is a fast-growing team with big goals. We've grown our summer programs, partner conferences, and other events and MUN resources to reach people around the world. Our websites attract over 2 million visitors each year. And we only want to spread MUN even further to any student or teacher who wants to learn about the life-changing activity that is Model United Nations.

Throughout the year, Best Delegate offers the world's leading online education programs for learning Model UN, including the Model UN Institute (MUNI), Best Delegate MUN Conferences (BDMUNC), and MUN Teams.

Senior Leadership Team

The Best Delegate Senior Leadership Team (SLT) is comprised of full-time team members who work in marketing, sales, operations, and more. They teach MUN workshops around the world, create partnerships with MUN and education organizations, and create new and exciting ways to spread MUN throughout the world.

Best Delegate Website

This website is where it all started! Back in 2007, the BD website was a blog where co-founder Ryan Villanueva wrote about his experiences in MUN. Now, the website hosts a wealth of resources for beginner, intermediate, and advanced MUN delegates who want to learn how to improve their skills. It is the gateway for people to learn about MUN and available Best Delegate MUN programs.

Learn Model UN Website

LearnModelUN.com is where students, parents, and teachers learn about and register for Best Delegate's virtual program offerings.



Position Requirements

What are we looking for in our School-year Program Staff?

During the Best Delegate Fall hiring cycle, we are looking to hire qualified mentors and chairs to staff our programs from October 2021-April 2022. All positions are virtual.

Qualifications:

- Currently attending or recently graduated from a university with a strong Model UN program.
- Minimum age of applicants is 18 years old.
- Must be a citizen or resident of the United States or Canada.
- Be able to pass a background check.

Model UN Experience

- Experience with classroom teaching or lesson planning is highly preferred.
- Experience training a travel team is also preferred.
- Experience chairing committees as a university or high school student and expertise in standard North American procedure is required.
- Past experience as a participant in Best Delegate Programming or in the North America high school circuit, particularly for a top-ranked travel team, is a plus.

Competencies

- Understands how to deliver a high quality educational experience to students.
- Ability to explain complex concepts in simple, organized frameworks and formulas.
- Research, writing, and editing skills must be at an advanced university level.
- Comfortable providing honest feedback and mentoring to students.
- Willingness to put in the extra effort to ensure the program is as successful as possible.

Core Values

- Bring out the Best: You put in your best effort to produce world-class results
- Passion for MUN: You want to share your passion for Model UN with others
- Open to Feedback: You give and receive constructive feedback to improve your work
- Make it Easy: You work to streamline and simplify processes
- Keep Your Word: You prioritize this role and keep your word in regards to work



MUN Teams Coach

Coach the next generation of Model UN Superstars!

The Model UN Team Coach position is a 10-week mentorship opportunity for top university students or graduates with significant Model UN training experience, leadership experience, and interest in educating the next generation of student leaders. Model UN Teams are exactly what they sound like! Students will practice their public speaking skills, build their confidence, and make new friends as they help fellow MUN Team members prepare to represent different countries and debate about real world issues at Model UN conferences.

It's similar to being on a private sports team where students from different schools get together and compete for awards at national Model United Nations conferences. Any student can join, even if they are already part of their school's MUN club, to gain additional training and leadership experience that they can bring back to their school's MUN club!

Model UN Team Coaches will be responsible for:

- Preparing for and professionally coaching 1-hour Team Meetings each week utilizing a predetermined curriculum designed by Best Delegate
- Providing individual feedback to your students following each conference
- Facilitating a fun and educational environment through mentoring
- Ensuring a safe environment for all students in your team at all times
- Creating a great experience for the students in your Team, as shown through high student feedback scores

Program Dates & Times

When Applying to become a MUN Teams Coach, staff **must** be available for the following program deliverables:

- Staff Training (First or Second Week in October)
- 1 Hour per week for online delivery of the MUN Team program from the week of **October 18th - December 6th & January 10th-January 23rd** (Staff will be given an opportunity to indicate age and experience preference)
- 6 hours on either **Saturday or Sunday of both the Nov 20th and January 15th** to observe students (see application form for more details)
- Monthly Team Meetings



- Optional: Staff bonding, socials & professional development trainings

If Staff are unable to meet any of the above requirements, they should indicate such in the application form “notes” section. Inability to meet these requirements will not disqualify candidates but may reduce their chance of being selected.

Please Note: Dates are not available for the Winter MUN Teams session (February-April). Please apply for the dates you are available for the Fall session and successful candidates will indicate winter availability at a later date.

Compensation:

- \$280 Per MUN Team
- One time \$80 training stipend

Please see the program website [here](#) for more information.

Virtual Conference Chairs

Lead creative and productive MUN Sessions for delegates all over the world!

The Best Delegate Model United Nations Conference Staff (BDMUNC Staff) is an opportunity for University students with significant Model UN conference staffing experience and interest in providing an educational learning experience for a large number of beginner and advanced students.

BDMUNC Staff will be responsible for:

- Preparing for and professionally leading one day committees utilizing a predetermined curriculum designed by Best Delegate
- Providing overall feedback for the delegate's in your committee
- Ensuring a safe environment for all students at the conference at all times
- Creating a great experience for your committee, as shown through high student feedback scores

Program Dates & Times

When Applying to become a Virtual Conference Chair, staff **must** be available for the following program deliverables:

- Staff Training (First or Second Week in October)
- At Least 10/14 Conferences, staffing is not guaranteed for particular dates:
 - October 23rd, 12-6pm EST
 - October 24th, 12-6pm EST
 - November 20th, 12-6pm EST
 - November 21st, 12-6pm EST
 - December 11th, 12-6pm EST
 - December 12th, 12-6pm EST
 - January 15th, 12-6pm EST
 - January 16th, 12-6pm EST
 - February 19th, 12-6pm EST
 - February 20th, 12-6pm EST
 - March 19th, 12-6pm EST
 - March 20th, 12-6pm EST
 - April 23rd, 12-6pm EST
 - April 24th, 12-6pm EST
- Monthly Team Meetings

- Optional: Staff bonding, socials & professional development trainings

If Staff are unable to meet any of the above requirements, they should indicate such in the application form “notes” section. Inability to meet these requirements will not disqualify candidates but may reduce their chance of being selected.

Compensation:

- \$100 Per Conference chaired
- One time \$80 training stipend

Please see the program website [here](#) for more information.



Private Coaches

Work 1:1 with students to bring out their very best!

Private Coaches for Best Delegate's 1:1 sessions have the opportunity to help motivated students prepare in depth for Model UN Conferences. These might be virtual Best Delegate Conference or even large High School conferences their schools are attending. Staff will work with a predetermined curriculum to help delegates work on public speaking, resolution writing, crisis archs, and more!

Private Coaches will be responsible for:

- Preparing for and professionally leading 1:1 sessions utilizing a predetermined curriculum designed by Best Delegate
- Providing overall feedback for the delegate during your session
- Ensuring a safe environment for your delegates at all times
- Adapting and adjusting sessions to challenge your delegates and bring out the best

Program Dates & Times

When Applying to become a Private Coach, staff **must** be available for the following program deliverables:

- Staff Training (First or Second Week in October)
- At minimum, 3 hours of private coaching (4 x 45 minute sessions) per week from September 24th, 2021-April 15th, 2022
 - Month of December will be optional
- Monthly Team Meetings
- Optional: Staff bonding, socials & professional development trainings

If Staff are unable to meet any of the above requirements, they should indicate such in the application form "notes" section. Inability to meet these requirements will not disqualify candidates but may reduce their chance of being selected.

Compensation:

- \$60 per 4x45 minute session (3 hours total)
- One time \$40 training stipend

Please see the program website [here](#) for more information.



How to Apply

All applications must be received by September 17th, 2021. If there are extenuating circumstances that do not enable you to complete the application by then please contact madeleine@bestdelegate.com. Should you need accommodation to complete the application, please contact madeleine@bestdelegate.com.

Applicants may apply for as many positions above as they wish. Applicants will be informed if they receive an interview (conducted on zoom or phone) and what positions they are being interviewed for.

Highly qualified candidates interested in any of the above positions can access the application form through [this link](#).

Any questions regarding the application can be sent to madeleine@bestdelegate.com.

