



# New Mexico Girls State Volunteer Handbook For Junior Counselors



## Junior Counselors

### Role:

A Junior Counselor is a former Girl State Citizen returning to volunteer at Girls State. At least one Junior Counselor is assigned to each Girl State city. She assists the Government Counselor and Senior Counselor assigned to her city. Together the Junior Counselor, Senior Counselor and Government Counselor are the Staff Team for their city – each having various but related responsibilities.

### Responsibilities:

The Junior Counselor follows all staff rules and the Girls State dress code.

The Junior Counselor's responsibilities include:

1. Assisting the Senior Counselor and Government Counselor for her city.
2. Preparing the City for the delegates' arrival
3. Preparing the initial "For God and Country" which serves as an example for the Delegates
4. Preparing entertainment for the Saturday evening Staff dinner
5. Preparing the flag ceremony for the Opening Assembly (Monday morning).
6. Helping the Senior Counselor plan the Sunday city vespers
7. Assisting with the delegate registration, as assigned.
8. Checking the city roll at all sessions, meetings, activities, etc.
9. Attending staff meetings through out the week.
10. Accepting and completing any other assignments from the Director, Assistant Director and/or Office Manager
11. Being an example to all Girl State citizens



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12. Checking the city "mail box" in the office at least once day (preferably in the evening before the Dorm Meeting).
13. Picks up the nightly city snack.

If you have any questions about your duties/responsibilities, check with \_\_\_\_\_, JC Supervisor.

## Saturday

1. Work on the "JC" entertainment for Saturday night's staff dinner. The Director will announce the time and place at staff orientation. It is a time for fun and fellowship and everyone gets to enjoy the night before the busy schedule begins!
2. Practice Flag Ceremony for opening assembly with other JCs (Saturday as scheduled by the Director). A staff person will be in charge of "For God & Country" and will be the advisor. White gloves will be provided. A dark blue or black skirt and white blouse should be worn for this presentation. Your presentation should set an example for the rest of the week when the cities are assigned "For God & Country" presentations.

## Before Girls Arrive on Sunday

1. Attend meeting/training for Junior Counselors. Meeting will be held at \_\_\_\_\_
2. Make door tags for each room – use the most current list from the office.
3. Make a large sign with your City name on it and put up before Sunday morning. Poster boards are available in the office. This will help the girls locate their City after registration – be creative!
4. Assist your Senior Counselor in planning vespers for Sunday night as an example for your citizens.
5. Make a poster board with the name of City to display the pictures of each citizen (be sure they are identified by name). Each delegate is to bring a photo of herself. If a girl



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does not have a picture, take one with the city camera and turn it in to the office.  
Poster board supplies are available in the office.

## Sunday

During registration:

1. Be in assigned Dorm building and on the floor when the citizens arrive. Welcome the citizens and direct them to their rooms. Assist the Senior Counselor as directed.
2. As directed by the Senior Counselor, take a picture of any citizen who did not bring a picture. Bring the camera to the office by Sunday evening so a print can be made.

At Dorm Meeting:

1. Help Senior Counselor with evening vespers and snacks.

## Monday

1. Present the Flag ceremony as part of the morning For God and Country program. Assist with program as directed by the Senior Counselor in charge of the program.

## During the week

1. The most difficult thing you will have to face as a Junior Counselor is the realization that YOU are a Counselor and NOT a Girls State Citizen. This week will run smoother if you keep this in mind.
2. YOU DO NOT HAVE SUPERVISORY AUTHORITY. You do not have authority to give special permission. Minor decisions, yes, and a lot of common sense works the best! Check with your Senior or Government Counselor as appropriate.
3. Do not select favorites. Do not take sides. You are a counselor and your interest should be fair and impartial. Something hard to do but must be practiced.
4. You will assist your Government Counselor in the City to which you are assigned during all City meetings, elections, etc.



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5. You are expected to attend ALL sessions and ALL GENERAL ASSEMBLIES (unless excused by GS Director for special assignment). Aid in keeping order in/during assemblies by keeping order among yourselves. There is a certain amount on “spontaneous” activity that is permitted prior to, during and following some of the assemblies.
6. See that your ENTIRE CITY is present and on TIME for all assemblies and other group functions. Cities must walk together as a group when going to another building. Stress the “fun” of staying together as a City.
7. KNOW WHERE YOUR CITIZENS ARE AT ALL TIMES. Keep them interested in the program by suggesting things for them to participate in.
8. Report to all meetings with your city and arrive on time. Go through the program to be sure you know where you and the girls are to be. Stay with your city at all times (unless assigned to other duties). Assist wherever you are needed.
9. You should check roll at all meetings and assemblies.
10. Junior Counselors assist with Girls State enthusiasm!! Be READY to lead a song or cheer at the beginning of a session or meeting. Don't waste time “figuring it out”. Learn the songs and cheers and be ready to go!!
11. Assist the Senior Counselor with enforcing the dress code. Be sure you are following the dress code as an example to your citizens.
12. Follow the rules concerning going to bed and getting up on time. NO SLEEPING IN. if you must stay up later helping one of the girls, please notify your Senior Counselor. This does not give you permission to spend extra time visiting other cities or any other place. Please be with your girls when they are in their Cities. Your Senior Counselor and Government Counselor should know where you are at all times. You are part of a “team” and a co-worker. Your assistance in bed checks is a must.
13. REMIND THE GIRLS THERE IS NO OUTSIDE FOOD BROUGHT IN!
14. You may not always agree with what the Senior Counselor or Government Counselor says or does, but it is to everyone's advantage to not disagree or cause a scene in front of the delegates. You can discuss the situation in private at a later time.
15. Help your citizens with projects. DO NOT DO IT FOR THEM.
16. Pick up the snacks from the canteen and mail from the office every evening.



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17. Junior Counselors will be given other assignments throughout the week. Be willing to accept and complete these assignments.

(include in notebook: dress code, schedule, map, program, some of the Government Counselor material – such as campaign rules, bill writing –information JCs need to help the girls)