



**Delaware SkillsUSA** is seeking candidates who would like to serve in the following paid **contract positions** for the **2020-21 school year**.

**Contact Carmen Strollo for more details:**

[Carmen.strollo@doe.k12.de.us](mailto:Carmen.strollo@doe.k12.de.us)

**Assistant Director** (Officer Coordination)

- Promote State Officer candidate recruitment
- Coordinate State Officer application updates, collection, elections
- Create State Officer contact directory, emergency contact information
- Attend and coordinate scheduled officer meeting and collect RSVP's
- Oversee Statewide Work Plan creation and implementation
- Coordinate Fall Leadership Conference State Officer script, rehearsals, and activities
- Coordinate Spring Leadership Day script, rehearsals and activities
- Coordinate participation in community service projects
- Coordinate Legislative Appreciation Day scripts, rehearsal and activities
- Coordinate summer leadership training participation
- Review and propose website and social media updates
- Support Delaware SkillsUSA Director and Assistant Director of Contest Coordination
- Duties will include travel, supervision, and overnight student supervision
- Other duties as needed

**Assistant Director** (Contest Coordination)

- Support Fall Leadership Conference activities
- Facilitate work plan completion and Community Service project participation
- Coordinate/schedule Skilled and Technical Contests (populate DLG registration site)
- Coordinate/schedule Occupationally Related Contest (populate DLG registration site)
- Coordinate/schedule Leadership Contests (populate DLG registration site)
- Attend and facilitate scheduled Officer meetings
- Create Awards Ceremony script and presentation
- Review and propose website and social media updates
- Support DeSkillsUSA Director and Assistant Director of Officer Coordination
- Duties may include travel, supervision, and overnight student supervision
- Other duties as needed

Should you be interested in any of the contractor positions, send a resume and cover letter to Carmen Strollo as a pdf file by close of business on **Friday, June 29, 2020** to [carmen.strollo@doe.k12.de.us](mailto:carmen.strollo@doe.k12.de.us). Feel free to share this posting with anyone whom you know that may be interested in applying. Should you have any questions, feel free to contact Mike Fitzgerald at 302-735.4191 or at [carmen.strollo@doe.k12.de.us](mailto:carmen.strollo@doe.k12.de.us) to discuss. Have a great weekend!

