

# National Youth Achievement Award

## The Role of An Award Co-ordinator

The role of an Award Co-ordinator is crucial to the successful operation of the Award Scheme within a School or an Organisation.

Schools/Organisations should ensure that their Award Co-ordinators are familiar with the concept, objectives, requirements and conditions of the Award Scheme and most importantly, the Award Co-ordinators must enjoy working with young people.

Some participants have the initiative and ability to select their own activities, get organised and finish the programme. These participants will require minimal guidance and supervision from the Award Co-ordinator. Other participants will require greater involvement by the Award Co-ordinator to assist them in deciding on the activities for the programme, and guidance as to how to acquire access to their chosen activities.

## Responsibilities of the Award Co-ordinator

1. Promote the NYAA Scheme to young people in the organisation or school.
2. Maintain liaison with NYAA Council.
3. Obtain and distribute promotional materials and literature provided by the NYAA Office.
4. Discuss with participants their choice of activities. Assist Award participants who have difficulty in finding an instructor. Brief the instructors and assessors who are involved about the Award Scheme and how it operates.
5. Obtain parental support and consent where applicable.
6. Collate and submit enrolment forms of new participants to the NYAA Office for registration and distribute the record books and diaries issued by the NYAA Office to the participants.
7. Keep track of the participants' progress periodically. Check that they have been recording their activities in the diary. Arrange for a meeting from time to time to ensure participants are kept informed of NYAA activities/projects.
8. Arrange with NYAA Council for the presentation of awards to the participants upon completion of the programme.

## National Youth Achievement Award

The success of the Award Programme in any school/organisation undoubtedly lies in the degree of enthusiasm and motivation of the NYAA Co-ordinator. This key role is to co-ordinate the participants and adult helpers, ensuring the participants gain maximum benefit from every aspect of the Award Scheme, and that they complete the programme.

### Co-ordinating the Programme

The NYAA Co-ordinator should not try to do everything. He or she is not expected to be an expert in all things nor be the Instructor or Assessor for every aspect of the Award Programme. Rather, the Award Co-ordinator is asked to do just as the title implies - to co-ordinate the NYAA Programme. All that is really needed is an interest and motivation towards helping young people with their personal developments. Where possible, the Award Co-ordinator should try to build a small team of willing adult helpers/student leaders who may be prepared to act as section instructors or supervisors. The following diagram illustrates this idea :

#### Award Co-ordinator

---

<b><i>Service Supervisor</i></b>	<b><i>Adventurous Journey Instructor</i></b>	<b><i>Skills Supervisor</i></b>	<b><i>Physical Recreation Instructor</i></b>
--------------------------------------	--	-------------------------------------	--

An Award Co-ordinators can serve as a supervisor or instructor for one of the Sections in addition to their primary role if they have a special interest or expertise in a particular area of the Award Programme. For example., an NYAA Co-ordinator who is a physical education instructor may wish to coach his or her participant in a particular sport. However, this is entirely up to the individual.

### How to get started

1. Display the publicity materials such as posters and brochures provided by the NYAA Office in prominent locations to promote the Award Scheme.
2. Provide a contact number for interested young people to contact you.
3. Gather a group of (5 to 20 young people) and contact the NYAA Council to arrange a talk or presentation. Alternatively, the NYAA Co-ordinator can conduct the orientation himself or herself or with the assistance of student leaders.

## **National Youth Achievement Award**

4. Register those who are interested to participate in the Award Programme by getting them to fill in the enrolment form and obtaining parental consent.
5. Issue record books and diaries to the Award participants.

### **Completion of Award Activities**

1. Make sure all completed activities are properly recorded and endorsed by their instructor or assessors.
2. Submit the completed record books and diaries/reports to the NYAA Office for final approval.
3. Notify participants of the Award Presentation Ceremony and arrange for them to receive the Award.
4. Upon completion, encourage the participants to participate in the next level of the Award Programme.

### **An Invitation**

The NYAA Programme can help you to develop your students/youths under your charge. Are you prepared to partner and work with the NYAA Council to provide opportunities and platform to help them develop.

Get involved and make a difference.