



Expectations for Club/Youth Center Staff Advisors of Candidates or Members of the National Youth Advisory Council

I. Staff Advisor Qualifications

To serve as Staff Advisor for a member of the National Youth Advisory Council (NYAC), staff must meet the following qualifications:

- Be 23 years of age or older.
- Be a full-time, paid staff member of a local Boys & Girls Club or Youth Center.
- Be in good employment standing with their organization.
- Be up to date on Boys & Girls Clubs of America (BGCA) safety training and background check requirements.
- Have at least 12 months of tenure at the Club or Youth Center.
- Provide a recommendation for the teen applying to the NYAC at BGCA's request.

II. Staff Advisor Expectations

If your Club or Youth Center teen is selected to serve on the NYAC, the Staff Advisor is expected to:

- Secure written CEO approval to serve as the teen's Staff Advisor for the in-person kick-off event.
- Attend a mandatory virtual safety meeting prior to the in-person kick-off event.
- Make travel arrangements for the Staff Advisor and teen that adhere to all [BGCA safety requirements](#), including the prohibition of one-on-one contact.
- Accompany the teen to the in-person kick-off event on July 8 and 9
 - *Note: BGCA will provide pass-through funds to the Club organization to cover travel costs for both the Staff Advisor and teen.*
- Assist the teen and their parent/caregiver with completing and submitting required forms by stated deadlines.
- Sign and submit a Staff Advisor Code of Conduct to BGCA.
- Support the teen with enrolling in BGCA's compensation system.
- Assist the teen with consistently attending monthly virtual meetings and completing assignments by stated deadlines between August 2026 and May 2027.
- Ensure timely, appropriate communication between the teen and BGCA staff in alignment with all safety requirements.

III. Effective Practices to Support Teen Success (Learnings from Cohort 1)

Based on feedback and learnings from the staff advisors and members of the first NYAC cohort, the following practices are recommended to support a successful experience for both the teen and the organization:

- Hold regular check-ins with the teen.
 - Meet monthly to debrief NYAC sessions, support the teen on following through with assignments and requests in a timely way, and help the teen reflect on what they are learning and connect it to their own Club or Youth Center experience.
 - Listen actively to the teen and offer suggestions but always keep in mind the principle, “Youth led, adult supported.” The goal of the NYAC is to amplify the voices of its teen members and enable them to have input on the programs and strategies BGCA develops to support Clubs in serving youth.

- Support communication back to the organization.
 - Work with the teen to share updates, insights and takeaways from the NYAC experience with Club leadership and staff.

These practices help ensure the NYAC experience is meaningful, manageable and impactful for the teen, the Staff Advisor and the Club or Youth Center.

Questions?

Visit [BGCA.org/NYAC](https://bgca.org/NYAC) or send an email to yac@bgca.org.