

Job Description

POSITION TITLE: Youth Council Member, Runaway Emergency Services Program (RESP)

CLASSIFICATION: Volunteer, Level III

POSITION SUMMARY – The Youth Council Members are directly involved in outreach activities to other teens at their schools and churches. In addition, Youth Council members assist RESP staff with program design.

POSITION QUALIFICATIONS –

- Youth Council members must be in high school.
- A desire to make a positive contribution to youth.

TECHNICAL COMPETENCIES –

The Youth Council Member will...

Conduct outreach to youth:

- Table during lunch at your school
- Post flyers in various locations in the community, including at your home church and/or other churches
- Talk to kids at middle schools/showing videos
- Outreach to local organizations that serve youth, includes dropping off flyers, brochures, key chains, etc.
- Serve as a youth representative on the RESP Advisory Board.
- Receive training to make presentations about RESP at schools and local organizations.

Program Development:

- Participate in Youth Council meetings.
- Provide RESP staff feedback on program design and services.
- Cooperate with RESP staff for any state and federal program reviews, as needed.

CORE COMPETENCIES

All CYFS Volunteers will...

Communication

- Maintain appropriate lines of communication within the agency and RESP.
- Develop and maintain working relationships with other community agencies in related fields.
- Provide clear and accurate information to potential clients, the community, other agencies and funders regarding the agency's function and current programs.
- Know, understand and be able to communicate the agency's philosophy and mission.

Integrity

- Treat people in a caring and respectful fashion, mindful of individual, cultural and ethnic differences.
- Maintain appropriate professional boundaries with clients, colleagues and donors.
- Protect privacy and confidentiality of clients, colleagues and donors.
- Be respectful in verbal and written communication to and about clients, colleagues and donors.

Work Performance/Supervision/Enhancing Agency

- Set appropriate priorities and plan work systematically.
- Report routinely to supervisor and utilizes supervision to provide quality services.
- Adhere to the guidelines of the agency set forth in the Agency Manual.
- Attend and participate in scheduled and ongoing trainings.

I have received and have had the opportunity to discuss the job description (above), copies of the performance evaluation form and an organizational chart for CYFS.

Printed Name

Signature

Date