TEEN ADVISORY GROUP REPRESENTATIVE

Volunteer Description

KIND OF WORK

Under general supervision of the Youth Specialist, and the Parks and Recreation Commission, the purpose of this volunteer position is to develop a group of teens, in 6th – 12th grades, that would assist with the general planning, preparation and organizing of events and activities in the Youth Department and the Town of Castle Rock. Individuals in this volunteer position would act as the "voice" for teens in the Castle Rock Community by expressing their opinions and ideas as they relate to the Youth Department and the Town of Castle Rock.

EXAMPLES OF WORK

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Attends Teen Advisory Group meetings monthly.
- Assists in the development of specific goals and a mission statement for the Teen Advisory Group.
- Revises bylaws for the Teen Advisory Group.
- Establishes a good relationship with the Parks and Recreation Commission and Town Council members.
- Attends the Parks and Recreation Commission meetings and update the other members of the current happenings of the Town.
- Attends the necessary team building and training meetings.
- Communicates with citizens and responds to their inquiries and concerns.
- Establishes and maintains effective working relationships with the public and staff.
- Conducts both long range and short term planning.

- Develops specific marketing plans and ideas in the schools and throughout the Town including flyer distribution.

- Assists in developing and maintaining program policies and procedures.

- Develops, organizes, plans, and participates in community service and outreach programs.

- Develops, organizes, plans and participates in fundraising tasks for the Teen Advisory Group.

- May represent the Teen Advisory Group on various Town and community committees.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists other recreation divisions in various functions when needed.

- Contributes to and works with national organizations; i.e. NRPA, CPRA.

- Performs related duties and responsibilities as required.

NECESSARY KNOWLDEGE, SKILLS AND ABILITIES

- Knowledge of principles and practices involved in promoting public/community activities and events.

- Knowledge of the characteristics and needs of the target population.

- Knowledge of the principles and techniques of short-to-long-range planning.

- Skill in both written and oral communications for effective expression and clarity.

- Ability to respond to citizen complaints/concerns with considerable tact and courtesy.

- Ability to exercise sound judgment and make independent decisions in accordance with established Town policies and procedures.

- Ability to establish and maintain effective working relationships with supervisor, support staff, volunteers, and other department with which the position interacts.