



South Jordan City

Volunteer Job Description

Title: Youth Council Assistant	Effective Date: 6/1/16
Department: Youth Council	Position Type: Appointed Volunteer

GENERAL PURPOSE

Assist the Youth Council Director in organizing and leading the City Youth Council group.

SUPERVISOR

Youth Council Director

SUPERVISES

none

ESSENTIAL JOB FUNCTIONS

Demonstrate an understanding of the mission and service values of South Jordan City in professional endeavors.

Attend Youth Council monthly meetings.

Assist with organizing, advertising, reviewing applications and choosing the members for the Youth Council group each year.

Assist in the development of creative service opportunities, teach leadership skills.

Assist in teaching the Youth Council members the importance of government and the relevance of the constitution.

Encourage Youth Council members to volunteer at City sponsored events.

Coordinate larger service projects in the Salt Lake Valley community.

Allow each member of The Youth Council the opportunity to connect with the community both by learning about it and giving service.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from High School or G.E.D;
 - B. Previous experience with adolescents preferred

2. Special Qualifications:

Must be at least 18

3. Knowledge, Skills, Abilities:

Knowledge of basic public relations.

Knowledge and understanding of local government structure, department policies and procedures, goals and objectives and chain of command procedures.

Knowledge and understanding of community service and the value learned in finding, organizing and participating in regular volunteer service opportunities.

Ability to encourage diversity.

Ability to resolve interpersonal conflicts or disputes.

Ability to successfully engage high school students in city activities.

Ability to work independently and deal effectively with stress caused by continuous public contact; communicate effectively, verbally and in writing; operate standard office equipment; effective working relationships with supervisors, co-workers, and the public.

Ability to communicate effectively in a calm, tactful, and nonjudgmental manner prepare programs based upon community needs, to speak and write clearly and precisely.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.