



## **HIRING NOW!!!**

### **Youth Leader Job Description**

**Mission Statement:** *To engage foster care youth, private citizens and public resources to assist Pinellas County foster care youth in successful transition to adulthood.*

**Position:** Youth Leader

**Areas of Responsibility:** Assist with focus group facilitation, public speaking, and youth council development

**Expectations and General Responsibilities:**

- Be professional in presentation, communication and appearance
- Communicate to supervisor problems in completing assigned tasks
- Call in advance of being late or unable to report to work
- Develop weekly schedule with supervisor
- Seek direction from supervisor when needed
- Meet with supervisor on a weekly basis
- Attend trainings and meetings as scheduled
- To learn PowerPoint and how to use other presentation tools

**Specific Duties:**

1. Work with staff to plan and facilitate youth focus group meetings
2. To speak to RFL council and committee members about foster care
3. To speak in community setting regarding foster care
4. To assist in training other youth for public speaking opportunities
5. To assist in conducting training for foster care staff and volunteers
6. To work with staff in developing training activities and presentations
7. To assist staff in recruiting youth council members
8. To assist in developing youth council handbook including role descriptions, mission, and other tools for their work
9. Make phone calls and send email reminders to council members
10. Work with staff to coordinate logistics (i.e., meeting site, refreshments, handouts, speakers, training, etc.) for council meetings
11. To support youth council meetings by taking notes and following through on tasks as assigned by staff and youth council leadership
12. Other duties as assigned

**Required Skills:**

1. Organizational skills
2. Able to follow direction and follow-through on tasks
3. Comfortable with speaking in front of groups
4. Effective verbal communication skills
5. Organizational skills
6. Able to follow direction and follow-through on tasks
7. Comfortable with speaking in front of groups
8. Effective written and verbal communication skills
9. Demonstrates positive and respectful relationships with peers

*I understand the requirements and expectations of this position and it is my responsibility to meet position requirements, hours to be worked and deliverable product(s). I also understand that if I fail to perform specific duties or violate expectations corrective action will result up to termination. I further understand that I am accountable to Ready for Life and Eckerd Community Alternatives.*

Signed: \_\_\_\_\_