

**DANE COUNTY
YOUTH BOARD FACILITATOR
POSITION DESCRIPTION**

POSITION SUMMARY:

Provides support, guidance and facilitation to the 15-20 member Dane County Youth Board, an all-youth committee of the Dane County Youth Commission. Works with area youth agencies and schools to identify and recruit potential Youth Board members. Provides guidance and support to the Youth Board to enable it to operate effectively. Identifies and coordinates resources needed to enable the Youth Board to achieve its objectives of increasing youth volunteerism, developing youth leadership skills, and providing a county-wide youth forum on an issue of interest to areas youth. Facilitates communication between the Youth Board and Youth Commission. Provides information to news media, policy makers and public regarding activities and accomplishments of the Youth Board.

1. SUPERVISION RECEIVED:

Reports to the Youth Services Coordinator; works at the direction of the Youth Commission.

2. SUPERVISORY RESPONSIBILITIES:

Supervises the activities of the Youth Board.

EXAMPLE OF FUNCTIONS:

- ◆ Send letters and make telephone calls to area schools and youth agencies recruiting members of the Youth Board.
- ◆ Make presentations to youth groups explaining the benefits and opportunities of participation on the Youth Board.
- ◆ Assist the youth board in planning to achieve three basic objectives; increasing youth leadership skills; increasing opportunities for youth volunteerism; planning and convening a county-wide youth forum.
- ◆ Develop and post agendas of Youth Board meetings and arrange for meeting place.
- ◆ Document activities of the Youth Board, including meeting minutes.
- ◆ Assist Youth Board members in planning activities, running meetings, fund-raising, governance of the group, and setting standards of attendance, participation, and behavior of members.
- ◆ Develop grant proposals to support projects and activities of the Youth Board.
- ◆ Attend meetings of other related youth initiatives.
- ◆ Attend meetings of the Youth Commission, Youth Leadership Committee and other county boards/committees.
- ◆ Facilitate the attendance of Youth Board members at Youth Commission meetings.

POSITION REQUIREMENTS

Education and Experience: A high school diploma or equivalent. At least one year of paid or voluntary experience working with teens. Post secondary education or training in a field related to youth work is preferred.

Knowledge and Abilities: Knowledge of local youth resources and programs; knowledge of principals of youth development; ability to relate to youth of different races, from rural, suburban and urban communities; ability to organize and facilitate meetings of youth groups; ability to plan, organize and implement programs and projects; ability to communicate effectively with youth and adults; ability to use word processing to prepare reports, agenda and minutes of meetings.

Access to word processing machine and personal transportation is required.