



<u>Job Title:</u> Youth Lead Volunteer	<u>Reports to:</u> Youth Enhancement Director
<u>Classification:</u> Volunteer	<u>Salary:</u> Love and Affection!

Purpose:

The Youth Enhancement Program (YEP!) engages children during Baby Steps and Parent’s Anonymous in age-appropriate activities that build social and emotional growth, school-readiness, and leadership skills.

Volunteer Description:

Youth Lead: Responsible for assisting Youth Facilitators with age appropriate activity planning and structuring of youth groups. The Youth Lead will assist and support during youth group time. This position requires a high level of commitment, dependability, problem solving skills, and strengthens based perspective. The Youth Lead may assist with training new volunteers. The Youth Lead will follow the youth program guidelines and focus on positive growth of the children and parents. Prior experience teaching and management preferred but not mandatory. This position requires a minimum 1 year commitment with training, supervision, and on-going support provided. A volunteer should expect serving a minimum of 3-5 hours a week.

Requirements:

- Must be at least 21 years old
- Experience with positive interaction techniques and behavior management
- Ability to role-model healthy interaction with co-workers and parents
- Must be mature, reliable and responsible
- Possess a strong desire to have fun with youth
- Participate in training sessions provided by YEP
- Commit to 3-5 hours a week to YEP
- Complete all necessary paperwork – application, criminal history form, etc.
- Make a minimum commitment of one year
- Not have committed or been convicted of child abuse or any crime involving physical harm to another person

Responsibilities:

- Follow the YEP model to create a safe, nurturing environment for the children
- Support the Youth Facilitator in planning and carrying out weekly activities
- Fill-in for Youth Facilitators when needed, ensure smooth operation of youth signing in and communication with parents
- Supervise Youth Lead and Youth workers
- Debrief weekly with the Youth workers and Youth Facilitator
- Obtain necessary information on children and provide monthly data to the YEP Director
- Ensure that the facility is restored to its original layout each week
- Notify co-workers if unable to attend
- Uphold the policies and procedures of the program