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| Job Title | U-Connect Crew: Write Crew Leader |
| Job Site | Richmond Youth Service Agency |
| Purpose of the Position | To learn and help other youth develop leadership skills and address needs and issues that relate to children, youth, families and seniors. |
| Responsibilities and Activities | <ul style="list-style-type: none"> • Plan, organize, coordinate and write 3 youth newsletters for Clixmag.ca • Provide coordination, supervision and guidance for youth volunteers to ensure that newsletters are completed • Empower and encouraging youth volunteers' participation through encouragements, support, and relational care. • Update RYSA staff in regards to conflicts and concerns • Assist other U-Connect Crew members with projects as required |
| Skill, Experience, Qualification requirements | <ul style="list-style-type: none"> • Previous volunteer experience or work experience in a leadership capacity • Preferably in process of pursuing post-secondary education or in Grade 12 • Strong communication, organization, time management and interpersonal skills |
| Desirable Personal Traits/Qualities | <ul style="list-style-type: none"> • Enthusiastic and interactive • Patient and Non-judgmental |
| Training and Orientation | <ul style="list-style-type: none"> • Leaders will participate in ongoing Leadership Skills Development workshops. |
| Direct Supervisor Supervision and Evaluation | <p>To apply please contact Angela Chan Child and Youth Activities Worker, Tel: 604.271.7600 ext.111 e-mail: angela.chan@rysa.bc.ca</p> <ul style="list-style-type: none"> • Evaluation will be conducted once every two months. Evaluation measures will be made aware to Leaders before evaluation is given. |
| Time Commitment | <p>Starting after October 22, 2009. U-Connect Crew Leaders should commit for the entire 2009 - 2010 school year.</p> <p>U-Connect Crew Leaders are expected to attend weekly meetings that last 2 - 2.5 hrs in length. Certain projects may take place on weekends and evenings.</p> |
| Working Condition | Although Youth Centre working condition is similar to an office setting. However, due to project varieties, work environment will change according to the immediate needs of the project. |
| Benefits to volunteer | <ul style="list-style-type: none"> • Chance to participate in Leadership Skills Development workshops and other workshops offered by RYSA (eg. Non-violent Crisis Prevention) • Gain work experience and develop a variety of skills for your portfolio • Suitable reference letter |
| Screening Measures | <p>All adult volunteers who wish to serve RYSA will be expected to:</p> <ol style="list-style-type: none"> 1. go through a criminal record check. 2. provide three personal references 3. complete the volunteer application form and participate in an interview |