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**Youth Director/Coordinator Job Description Template**

As the leaders of tomorrow, it is essential that youth in Edmonton become involved in their communities. One of the foremost ways to get involved is through Community Leagues, to the benefit of both the Leagues and the youth. In order to facilitate the need to draw in youth to League events and programming, Community Leagues may want to create a Youth Director. This board position will be focused on not only running youth projects that are important to their communities but also spreading awareness of youth engagement strategies through the other Community League functions.

Benefits to having a Youth Director:

* Promote more youth involvement with the league
* Increase profile of the league by demonstrating support of youth
* Allow a youth to gain valuable experience on a board

Attached is the EFCL Template for Youth Director Position. EFCL recommends that you can start with this template, but we encourage you to modify it as necessary for your league while keeping these things in mind:

* Put your league values into the description.
* Make it sound doable and easy - because it can be.
* Think about scope. Only for the league operations or (hopefully!) for the whole community.

Other responsibility options to consider adding to the template:

* Try to operationalize youth involvement into all league activities. Ask the other directors if they need help with facilities, sports, events etc.
* Work to embed youth involvement into the ‘mission and vision’ portion of the league bylaws.

For example, consider a phrase such as:

*Mission and Vision*

*The purpose of X League is XYZ. It is also to do XYZ by getting youth involved in league operations and promoting league events*

**SAMPLE TEMPLATE**

POSITION TITLE: Youth Director or Youth Coordinator

AUTHORITY

* The board of directors is the legal authority for the community league.

TERM OF OFFICE

* Term of office is \_\_\_\_ years.

POSITION RESPONSIBILITES

* Champion youth involvement for your league/community!
* Form or chair a resident-based youth committee, comprised of youth members, and take recommendations to the League Board
* Be a voice for youth in the community
* Participate in EFCL workshops to gain a greater understanding of how to engage youth in community league activities
* Create a Youth Engagement Plan for the league, including objectives, targets, and strategies to achieve targets.
* Manage all matters related to youth-specific activities of the league
* *Board member general duties/requirements, in compliance with the Board’s Terms of Reference, bylaws, policies, and procedures*

YOUTH COMMITTEE

* Assist in the creation of a Youth Engagement Plan for the league, including objectives, targets, and strategies to achieve targets
* Run programs and projects dedicated to the Youth Engagement Plan goals
* Report to the board regularly on progress towards the Youth Engagement Plan goals
* Recommend youth policy for the board’s approval
* Identify a range of youth issues and needs that exist within the community
* Create youth programming to address community-specific youth issues and needs
* Monitor progress towards Youth Engagement Plan goals and targets, and adjust programming to ensure smooth completion