

<b>Job Title</b>	U-Connect Crew: Do-Crew Leader
<b>Job Site</b>	Richmond Youth Service Agency
<b>Purpose of the Position</b>	To learn and help other youth develop leadership skills and address needs and issues that relate to children, youth, families and seniors.
<b>Responsibilities and Activities</b>	<ul style="list-style-type: none"> <li>• Plan, organize, market and implement projects such as the Winter Holiday Party and U-Connect Career &amp; Community Fair</li> <li>• Provide coordination, supervision and guidance for youth volunteers to ensure that tasks are completed</li> <li>• Empower and encouraging youth volunteers' participation through encouragements, support, and relational care.</li> <li>• Update RYSA staff in regards to conflicts and concerns</li> <li>• Assist other U-Connect Crew members with projects as required</li> </ul>
<b>Skill, Experience, Qualification requirements</b>	<ul style="list-style-type: none"> <li>• Previous volunteer experience or work experience in a leadership capacity</li> <li>• Preferably in process of pursuing post-secondary education or in Grade 12</li> <li>• Strong communication, organization, time management and interpersonal skills</li> </ul>
<b>Desirable Personal Traits/Qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiastic and interactive</li> <li>• Patient and Non-judgmental</li> </ul>
<b>Training and Orientation</b>	<ul style="list-style-type: none"> <li>• Leaders will participate in ongoing Leadership Skills Development workshops.</li> </ul>
<b>Direct Supervisor Supervision and Evaluation</b>	<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"> <li>• Evaluation will be conducted once every two months. Evaluation measures will be made aware to Leaders before evaluation is given.</li> </ul>
<b>Time Commitment</b>	<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>
<b>Working Condition</b>	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.
<b>Benefits to volunteer</b>	<ul style="list-style-type: none"> <li>• Chance to participate in Leadership Skills Development workshops and other workshops offered by RYSA (eg. Non-violent Crisis Prevention)</li> <li>• Gain work experience and develop a variety of skills for your portfolio</li> <li>• Suitable reference letter</li> </ul>
<b>Screening Measures</b>	<p>All adult volunteers who wish to serve RYSA will be expected to:</p> <ol style="list-style-type: none"> <li>1. go through a criminal record check.</li> <li>2. provide three personal references</li> <li>3. complete the volunteer application form and participate in an interview</li> </ol>