



Town of Halton Hills
1 Halton Hills Drive
Halton Hills ON L7G 5G2
www.haltonhills.ca

Recreation & Parks Volunteer Position Description

POSITION TITLE: Mayor's Youth Action Committee (MYAC) member

CUSTOMER GROUP: Youth

POSITION PURPOSE: To provide guidance and support to the Town of Halton Hills in developing and delivering programs and services to youth in the community

REPORTING TO: Recreation Coordinator, Children and Youth

TIME COMMITMENT: Minimum of 2 hours per month, meetings held on Wednesday nights once per month with the option of doing more hours based on initiatives of the committee

JOB DURATION: September to June of each year

LOCATION: Town of Halton Hills facilities or alternative locations

POSITION DUTIES/RESPONSIBILITIES:

- To arrive on time to all scheduled meetings
- Assist with set-up and clean up of meetings and during special events (coffee houses, awards night, etc.)
- Actively participate in meetings and during special events
- Be familiar with and follow all policies, procedures and emergency protocols
- Some light lifting of equipment may be required
- To be a positive role model to youth in the community
- To act in a professional manner
- To seek clarification and guidance from Recreation staff when needed
- To record volunteer hours and complete an evaluation at the end of each session
- To dress according to the Dress Code and wear required uniform when representing the Committee at special events

QUALIFICATIONS & SKILLS:

- Minimum 13 years of age (by end of calendar year)
- Completed mandatory training
- Willing to take initiative and actively participate in the activities of the committee
- Strong communication and listening skills
- Ability to maintain a high level of confidentiality

BOUNDARIES/LIMITATIONS:

- Volunteers will not be left alone with program participants
- Volunteers will not speak on behalf of the Town of Halton Hills without prior written consent
- Volunteers will not answer questions to which they do not know the answer
- Volunteers will not take the lead in emergency situations

VOLUNTEER BENEFITS:

- Hours apply to the required 40 hours of community service in high school
- Confirmation of hours and reference letters available upon completion of volunteer commitment
- Learn program planning and implementation, leadership and communication skills
- Meet new people and develop relationships for potential job opportunities in the future

ORIENTATION/TRAINING:

- Must complete mandatory training prior to starting as a volunteer – approx. 1 hour
- Must attend a mandatory first day orientation during the first meeting – approx. 20 minutes
- If volunteer wishes to change their placement additional training may be required

SUPERVISION & SUPPORT:

- Upon placement the volunteer will report directly to the Recreation Coordinator, Children and Youth and will be supervised directly by them during their time on the committee
- The Recreation Coordinator, Special Events and Volunteer Services will also be available to address questions or concerns throughout program
- It is the responsibility of the volunteer to ask questions and seek support and guidance when needed

RISK LEVEL: LOW**SCREENING:**

- Application Form
- Signed Agreement Form
- Orientation & training
- Ongoing supervision and feedback

Date Developed: September 7, 2012

Revision Date: