**Duties and Expectations of Position: Youth Advisor**

**Job Expectations**

* Youth Advisors will be reliable, communicate clearly, grow in their professional skills, and provide youth-focused change ideas that intrigue them
* Give constructive feedback to Mountain Youth staff on how to engage youth better
* Become involved in programs and events to the maximum capacity you are able
* Use & apply learning opportunities to become a better worker and human

**Required Job Duties (2-3 Hrs/week)**

* Attend ALL Valley’s Voice Meetings, including safe driving (SD) team meetings
  + VV meetings Mondays 6:30-8:00 (subject to change); SD meetings fluctuate
  + During meetings: provide feedback to enhance program offerings
  + Attendance of > 85% of meetings is expected.
  + Be a catalyst of change for new/existing passion projects
* Youth Advisors are expected to start a project of their choosing or become highly involved in leading a current project; if that project fits their interests.
* Plan and promote Valley’s Voice meetings & events
* Provide feedback and support to offer the best events to local youth
  + Share flyers among peers and in different groups of youth.
  + **Youth Advisors are EXPECTED to share opportunities on their personal social media (stories)**
* Check-In’s
  + 1:1 check in’s may be pursued for learning, coaching, additional project support, or any reason
  + Check in’s may be initiated/scheduled by EITHER the employee, or the supervisor
* Other duties as assigned or pursued
  + CTC meetings, trainings, event help, office support, administrative support, etc.

**Communication**

* If unable to attend a meeting, 24 hours notice must be given for an ‘excused absence’, not counting against your 85%.
* Text, Remind App, & Email are acceptable formats of notice
* You should check your email at least once per day.
* If meetings are in person, you are expected to be in person
  + Virtual links will be provided with good reasoning and > 24 hours ask

**Virtual Meetings**

* Virtual meetings are a privilege and may be used when scheduling is difficult
* Your camera will be on for the meeting, and you will be actively participating!
  + Communicate with MOYO staff if you’re having technology challenges/ unable to turn on your video camera

**Unexcused Absences**

* Mountain Youth is relying on **you** as a hired Youth Advisor to attend meetings and communicate **before** meetings if you will miss them
* Accumulations of more than three (3) unexcused absences will be addressed on an individual basis

**Compensation**

* You are responsible for maintaining and turning in your timesheet once/month
  + High school:
    - High school youth advisors will be compensated at a rate of $20/hr with opportunities to grow
    - Normal Valley’s Voice High School rate is $17/hour
  + Middle School:
    - Returning youth advisors will be paid $18/hour;
    - New youth advisors will start at the rate of $17/hour, with the opportunity to grow based on commitment and involvement.
    - Normal Valley’s Voice Middle School rate is $15/hour.

**Age Difference**

* Job duties will be the same (age-appropriate) for middle and high school employees. Employees at a higher pay rate will have higher work and communication expectations.

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