

## Area Youth Commissioner Job Description

**Accountable to:** Council Youth Commissioner (CYC)

**Responsibility:** As a member of the Area Key 3, you share responsibility with the Area Commissioner (AC) and the Area Support Manager (ASM) or their designate.

**Appointment:** Appointed annually by the CYC, in consultation with the AC and ASM or their designate, for a maximum of three (3) consecutive years.

**Time required:** 10 to 15 hours per month in addition to any required meetings.

**Role:** To ensure that the youth of the Area are involved and engaged in every decision that relates to their Scouting experience; to advocate for young volunteers throughout the Area; and to ensure that youth leadership development opportunities are provided for all youth members. The AYC will act in conjunction with the AC and ASM to administer the Area in addition to working with the CYC and the Council Youth Network (CYN).

### Duties and Responsibilities:

#### Area

1. Serve as an active, contributing member of the Area Service Team.
2. Work with the Area Service Team to provide direct support to the section and the group, in the form of feedback and encouragement based on Quality Program Standards.
3. With the Area Service Team, help promote available tools and resources to deliver Scouting programs within the Area.
4. Promote youth leadership development within the sections by visiting the sections and encouraging proper use of Sixer/Second Councils, Courts of Honour, and Venturer Executives.
5. Work with the AC and the CYC to set goals and build a personal development plan.
6. Ensure that the Public Appointment Process is followed for the incoming AYC and that the incumbent receives a proper orientation and transition.

#### Council

7. Be an active member on the Youth Network.
8. Serve as a member of the CYN and communicate on a regular basis with the CYC.
9. Encourage and support delivery of youth training events (i.e. FOCUS, FAST, FLEX, Venturer Exec.)
10. Ensure that youth and adult volunteers are regularly recognized for their contributions & achievements in a timely manner.
11. Additional duties as discussed in consultation with the AC and the CYC.

**Ideal Qualifications:** The AYC should be enthusiastic, committed to Scouting and possess a positive attitude. The AYC should responsibly have the time available to excel in this role. The AYC has taken or is willing to take leadership development training.

#### Recommended Skills

- Communication
- Time Management
- Planning
- Teamwork initiatives
- Leadership

#### Beneficial Knowledge

- Scouts Canada Programs and Resources
- By-Laws, Policies, and Procedures
- Scouts Canada's Mission
- National Youth Network structure and