

Project: Youth Advisory Council (YAC) Coordinator

Location: Santa Cruz County

Term: Approximately 20 Hours Per Week/1 School Term

Rate: \$20 per Hour

Project Overview:

The Probation Department Juvenile Division is creating a Youth led Advisory Council to inform Probation and partners of gaps, opportunities, and initiatives important to youth and emerging adults involved in the criminal justice system and their families/caregivers.

The YAC Coordinator will work closely with youth and emerging adults who have applied and/or been selected to participate on the council. The coordinator will be responsible for providing guidance and structure to the council members in a mentorship/leadership capacity. The coordinator will be responsible for scheduling, coordinating and facilitating bi-monthly meetings with the Youth Advisory Council (YAC) and monthly meetings with the Executive Committee. The coordinator will outreach and engage other young person serving councils and the community to participate in YAC activities or align work across councils. The coordinator will actively engage with the council to help identify areas that the YAC are interested in pursuing in their roles on the council. The coordinator will create a space that allows the YAC members to have a voice to create authentic community engagement. The coordinator will report directly to the Executive Committee. The coordinator will track, collect and report back to the Executive Committee on activities and objectives identified by the YAC. The coordinator will be responsible for preparing a monthly data report and a quarterly progress report. The ideal candidate will possess exceptional leadership skills and qualities that enable them to promote the mission and vision of the department [Probation Department \(santa-cruz.ca.us\)](http://santa-cruz.ca.us). This includes having a focus on the importance of racial equity, inclusion and reducing ethnic disparities. A strong passion and commitment to public service and the wellbeing of those we serve is also essential.

Qualifications:

1. Any combination of training and experience which would provide the required knowledge and abilities to perform the above project.
2. Strong communication and active listening skills required.
3. Bilingual required.
4. Organizational skills to coordinate activities and projects is required.
5. Experience tracking data and measuring progress of objectives and goals is required.

6. Ability to engage youth and emerging adults and their support systems in a group setting and facilitate the group to reach consensus on decision making is ideal.
7. Knowledge, lived experience or shared experience in the criminal justice field/system or similar system is ideal.

The following will be required if selected for the project and will be completed prior to becoming a county vendor and executing the agreement:

1. Must pass background and fingerprinting (LiveScan) check for working with youth;
2. Must register with the County of Santa Cruz as a vendor/independent contractor at [How to Register as a Vendor \(santa-cruz.ca.us\)](#);
3. Submit a W-9; and
4. Provide certificate of insurance for the following:
 - Comprehensive or Commercial Liability insurance in the minimum amount of \$1,000,000-Required
 - Auto Insurance with a minimum combined single limit of \$500,000 per occurrence if vehicle is involved in delivery of services or complete waiver provided by county if vehicle not involved in the delivery of services
 - Workers Compensation insurance in the minimum statutory amounts, if the contractor has employees, or complete waiver provided by county if contractor does not have any employees

Submission:

Submit a Resume or Curriculum Vitae **and** a brief statement (no more than 2 pages) of interest in this project.

Deadline to submit interest in this project is: May1, 2022

Submit interest to: Rob Doty robert.doty@santacruzcounty.us and Sara Jamison sara.jamison@santacruzcounty.us