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**Whitehorse Youth Representative Committee (WYRC)**

**Role Description**

**Coordinator of WYRC:** Youth Participation Officer

**Classification:** Volunteer

**Tenure:** 12 months (minimum with possibility of extension if decided upon by all parties)

**Goal Statement:** To represent and support the interests of young people and identified issues they face with in the City of Whitehorse to the community. To advocate for young people and the issues they identify to and council and the wider community. Active membership in the WYRC and ongoing development of leadership, advocacy, event management, public speaking and consultation skills.

**Key Responsibilities:**

# ***Whitehorse Youth Representative Committee:***

* To contribute to a safe and productive platform for discussion of youth issues.
* Participate in relevant training and skill development.
* Actively build on knowledge of services and activities available to young people.
* Implementation of a variety of avenues whereby consultation with young people can occur.
* Advocate on behalf of young people to relevant departments and individuals in council.
* Distribution of relevant information on activities and services available to young people.

## **WYRC Position Specific Responsibilities:**

* Attendance at all fortnightly WYRC meetings is mandatory.
* Contribute to meetings including discussions, rotating meeting responsibilities, secretary, social media coordinator and treasurer roles.
* Respect other committee member’s opinions.
* Active involvement in the planning, organization and implementation of key WYRC activities.
* Communicate with others in the committee and respond to emails, messenger chats and texts especially in between meeting times.
* Participate in community and local government consultations.
* Set goals and identify personal development areas.
* Understand and meet all requirements of the ‘Expectations of Commitment’ document.

**Decision Making:**

* The position will make decisions and implement actions based on councils ‘Whitehorse Municipal Youth Plan’ and work with youth services to achieve shared outcomes.

**Key Relationships:**

* The position will liaise with key stakeholders including; council youth services staff, youth organizations and young people in the municipality, community groups and any relevant parties necessary to carry out set goals and objectives.
* The position is required to maintain professional relationships with council members, youth services staff, youth service organizations and members of the general public.

**Skills and Qualities Required:**

* Enthusiasm
* Commitment
* Basic understanding of event management
* Willingness to learn
* Understanding and respect of confidentiality
* Sound communication skills

**Training / Supervision provided:**

* Training in the relevant areas including event management, promotions and marketing including mandatory compliance training upon commencement in the program.
* Regular and ongoing supervision by youth services staff at all times.

**Please note:**

* It is a requirement that all WYRC volunteers over the age of 18 hold a valid Working With Children Check
* It is a requirement that all WYRC volunteers over the age of 16 undergo a National Police Criminal History Check.
* It is a requirement that all WYRC volunteers complete the necessary paperwork and training in stipulated timeframes.
* It is expected that if a committee member is experiencing difficulty in continuing with WYRC that they approach the coordinator as soon as possible to discuss options.
* It is required that WYRC volunteers have a laptop or device they can bring to fortnightly committee meetings.

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