

**Job Title:** City of San José Youth Commissioner

**Mission/Vision:** The **Vision** of the San Jose Youth Commission is to create an empowered voice for youth. The **Mission** of the San José Youth Commission is to involve and connect San José youth in order to advise City government on youth related issues. The Youth Commission **Core Values** are: Inclusion, Engagement, Empowerment, Leadership and Teamwork

**Time Commitment:**

- \* Regularly scheduled meetings = The Youth Commission meets on the fourth Monday of every month from 6-8pm and the second Sunday of every month from 12-4pm at City Hall in downtown San Jose. Total of 6 hours per month.
- \* Additional Meetings = Additional meetings may be called if the commission is running a city-wide event (such as a youth conference). Potential of 4-20- hours in busy months.
- \* Youth Advisory Council Meetings = each commissioner will be responsible for facilitating Youth Advisory Council Meetings at least once a month for at least one hour. Minimum of 1 hour a month.
- \* Preparation and research = In general, Commissioners spend about 5-10 hours each month preparing for regular meeting.
- \* District Events = Many time the Youth Commissioner and Youth Advisory Council will volunteer to attend district events in their communities. These events are voluntary and are decided upon at Youth Advisory Council meetings.
- \* **Total time commitment for meetings and preparation = 15-20 hours a month**

**Job Description:** The San José Youth Commission is recognized as the official youth advisory group to the City Council and the Department of Park, Recreation and Neighborhood Services. Youth Commissioners are involved with policy recommendations concerning youth. They support the development of youth who desire to serve their community through active civic participation and constructive decision-making by maintaining a Youth Advisory Council in their district.

**Qualifications:** The eleven members of this Commission serve two year terms. Commissioners must be at least 14 years old and no more than 20 years old at the time of their appointment. One member is appointed from each City Council District, and must be a resident of that District. One member is appointed at large and must be a resident of the City of San José. Members are appointed to reflect as nearly as possible the diverse, demographic characteristics of the youth population of the City. All applicants must complete a Youth Commission application (to be submitted to the City Clerk's office), an informational meeting with Youth Commission Staff and an interview from the specific district council office.

**Desirable knowledge, skills, and abilities for the ideal candidate are:**

- \* Strategies that invite and include all youth to work together for a common cause. (Inclusion)
- \* Openness to explore specific problems and issues, service needs, perspectives, and lifestyle patterns affecting youth groups and youth in general. (Engagement)
- \* Encourage team work among teens, able to contribute to a team and to hold themselves and other accountable. (Empowerment, Teamwork)
- \* Ability to collaborate with public, private, and community resources and services available to youth. (Teamwork)
- \* Willingness to meet with and effectively interact with various community organizations including, but not limited to; city council, community or neighborhood associations, business associations, school groups, churches, and other segments of the community. (Team work)
- \* Ability to maintain and prepare basic reports that document and track progress towards achieving work plan

goals. (Leadership)

\* Ability to communicate effectively with Youth Commissioners and with others. (Teamwork)

\* Takes initiative, is responsible and had a positive attitude. (Leadership)

\* Is punctual, organized and has good time management skills. (Leadership)

**Duties and Responsibilities:** Youth Commission duties and responsibilities include but are not limited to:

- Advise San Jose City Council on youth-related policies and issues.
- Advise Parks, Recreation and Neighborhood Services Department on youth-related policies and issues.
- Attend regularly scheduled meetings, Ad Hoc working team meetings and other designated meetings the commission deems necessary.
- Submit written monthly reports to commission staff (first of the month).
- Submit event and project proposal to Youth Commission when organizing a district event or project.
- Create a district work plan with members of the Youth Advisory Council.
- Recruit youth (ages 14-20) as participants for district Youth Advisory Councils.
- Establish and facilitate monthly Youth Advisory Council Meetings.
- Establish, create and maintain relationships with neighborhood organizations and groups in designated district.
- Collaborate with PRNS advisor/administrator and other Youth Commissioners to advance and implement Youth Commission work plan goals.
- Attend and actively participate in monthly commission meetings, activities, trainings, projects and events that may occur on evenings, weekends and/or holidays.
- Follow Commission By-Laws which states that excessive unexcused absents will be deemed a resignation from the Youth Commission.
- Submit Youth Advisory Council agenda no later than 7 days before meeting and post agenda in said location no later than three days before meeting. In addition, Youth Advisory Council Meeting minutes must be submitted to Youth Commission Staff not later than three days after the meeting.
- Submit bi-monthly progress reports to council office.

**Comments/Other:** if you are interested in joining the San Jose Youth Commission please feel free to contact Youth Commission Staff at 408-793-5598 or you can e-mail us at [youthcommission@sanjoseca.gov](mailto:youthcommission@sanjoseca.gov). For more information about the San Jose Youth Commission please visit our website at <http://sanjoseca.gov/prns/youth-commission.asp>