

LIVE WELL SAN DIEGO YOUTH LEADERSHIP TEAM

GENERAL SUPPORT AIDE (18 years old+)

HIGH SCHOOL STUDENT WORKER (16-17 years old)

PAY RATE: \$16/HOUR

CLASSIFICATION PURPOSE AND DISTINGUISHING CHARACTERISTICS

Youth Leaders will participate in the *Live Well San Diego* Youth Leadership Team as part of the *Live Well San Diego* Youth Sector. Youth Leaders will serve an essential role in representing youth voice in County of San Diego (County) programs, advisory groups, and community programs directly impacting youth (ages 16-24). They will participate in trainings, expand professional development skills, engage in mentorship opportunities, develop informative social media content for social media platforms and offer input into County programs and initiatives that serve youth. They will work with other Youth Leadership Team members to coordinate and lead town halls, where young people from across the region will provide input on solutions to issues identified as important by youth.

EXAMPLES OF DUTIES

Essential Functions:

- As youth (ages 16-24 years old) with lived experience in San Diego County, Youth Leaders will provide input into County programs, population-specific communications, and advisory groups (e.g., Boards and Commissions)
- Actively participate in trainings and professional development activities
- Participate in a mentorship/internship program, where Youth Leaders will be paired with County mentors in a field of their interest
- Strategically engage diverse youth from around the region to participate in youth-led town halls

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Lived experience as a youth in San Diego County
- Topics that are important to youth in the region
- Telephone, office, and online etiquette
- Effective communication strategies and platforms utilized by youth

Skills and Abilities to:

- Integrate lived experience as a youth in San Diego County into the development and implementation of meaningful youth engagement and outreach throughout the County
- Collaborate with Youth Sector Coordinators(s), other Youth Leadership Team members, County staff, community organizations, and other adult allies
- Communicate clearly, concisely, and effectively orally and in writing
- Make oral presentations
- Communicate and collaborate effectively with a variety of individuals representing diverse cultures and backgrounds
- Create engaging and relevant social media content to inform local San Diego County communities
- Function calmly in challenging situations, which require a high degree of sensitivity, tact, and diplomacy
- Outreach to diverse and hard-to-reach youth throughout the region through a variety of strategies about youth-focused topics
- **Maintain reliable communication with supervisors and timely attendance at meetings, trainings, and events throughout the program**

Desirable Traits

Lived experience of being a youth in San Diego County, leadership skills, effective and open communication, ability to hold self and others accountable, problem solving and innovation, demonstrated ethical behavior, experience leveraging resources, maximizes team effectiveness, supportive of change.

Education and/or Experience

Education, training, **and/or** experience that demonstrate possession of the knowledge, skills and abilities listed above. Qualifying education and experience can be gained through any of the following:

- Demonstrated experience in youth leadership through high school, college, and/or community organizations
- Work experience that demonstrates ability to communicate, coordinate, and plan
- Documented training or other course work related to leadership, organizing, planning, and/or communication

REQUIRED LICENSES, CERTIFICATIONS OR REGISTRATIONS

License

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration: None Required.

SPECIAL NOTES

Working Conditions

Work may take place in an office environment or in a remote or work from home setting. Work involves exposure to computer screens and use of basic office equipment.

Essential Physical Characteristics

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous:

- Upward and downward flexion of the neck.

Frequent:

- Sitting
- Repetitive use of hands, grasping, and fine manipulation of hands to operate computers
- printers, and copiers
- Lifting of objects weighing up to 10 pounds

Occasional:

- Walking
- Standing
- Bending and twisting of the neck
- Bending and twisting of the waist
- Grasping
- Pushing
- Pulling
- Reaching above and below shoulder level
- Lifting objects weighing up to 25 pounds.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.