



South Jordan City

Title: Youth City Council Member	Effective Date: 2/3/2022
Department: Youth City Council	Position Type: Volunteer

GENERAL PURPOSE

Participate in Youth City Council, which includes, service, City engagement, and leadership skills.

SUPERVISOR

Recreation Program Supervisor

SUPERVISES

None

ESSENTIAL JOB FUNCTIONS

Demonstrate an understanding of the mission and service values of South Jordan City in professional endeavors.

Attend Youth City Council monthly meetings.

Participate in creative service opportunities and learn leadership skills.

Learn the importance of government and the relevance of the constitution.

Volunteer at City sponsored events.

Attend larger service projects in the Salt Lake Valley community.

Connect with the community by both learning about it and giving service.

Attend conferences and trainings as assigned.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Must be a South Jordan City resident in the 9th, 10th, 11th, or 12th grade

2. Special Qualifications:

None

3. Knowledge, Skills, Abilities:

Knowledge of basic public relations.

Knowledge and understanding of local government structure, department policies and procedures, goals and objectives and chain of command procedures.

Knowledge and understanding of community service and the value learned in finding, organizing and participating in regular volunteer service opportunities.

Ability to encourage diversity.

Ability to resolve interpersonal conflicts or disputes.

Ability to successfully engage in city activities.

Ability to work independently and deal effectively with stress caused by continuous public contact; communicate effectively, verbally and in writing; operate standard office equipment; effective working relationships with supervisors, co-workers, and the public.

Ability to communicate effectively in a calm, tactful, and nonjudgmental manner prepare programs based upon community needs, to speak and write clearly and precisely.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.