

JOB TITLE: Memphis Youth Action Board Coordinator

DEPARTMENT: Continuum of Care Youth and Special Populations

REPORTS TO: Continuum of Care Youth and Special Populations Administrator

DIRECTLY SUPERVISES: None

HOURLY: \$20/hour; Up to 20 hours/week

STATUS: Part time

FLSA: Non-exempt

Location: Currently Hybrid

SUMMARY: The Youth Action Board (YAB) Chair is elected by the YAB members, and is responsible for planning and facilitating bi-monthly Youth Action Board meetings. The YAB Chair will work to maintain an active YAB. The YAB Chair oversees YAB projects and works to uphold the mission of the YAB board. The YAB Chair serves as an active member of the Memphis/Shelby County Homeless Consortium Governing Council. This is not a permanent position; the current term limit for the YAB Chair is one (1) year with the possibility of being reelected for up to two terms.

DUTIES AND RESPONSIBILITIES:

- Assist with all CoC activities related to youth and young adult homelessness, including all efforts of youth engagement in planning efforts for the Youth Homelessness Demonstration Program.
- Work with the CoC Youth Team to plan and execute the activities of the Youth Homelessness System Improvement Grant
- Represent the YAB at all required committee meetings including Planning, Continuous Quality Improvement, Youth, and Governing Council.
- Serve as liaison between Youth Action Board and older adult partners to ensure transparent communication and equitable collaboration.
- Design initiatives to collect data on the needs of youth and young adults experiencing homelessness in the community.
- Conduct on-going review and analysis of literature on youth homelessness.
- Work with Youth Action Board to organizing, plan content for, and facilitate bi-monthly YAB meetings
- Work to recruit and develop onboarding training for new YAB members.

- Monitor and identify opportunities for community engagement and leadership development for YAB members
- Attend recommended training and conferences.
- Perform other related duties as assigned by management.
- Assist in development and promoting the YAB's Social Media Presence
- Assist CoC Youth Team in planning and carrying out the Youth Point-in-Time Count (PIT) Count

QUALIFICATIONS:

- Must be enthusiastic, self-motivated, possess the ability to motivate others
- Must possess a passion for combating homelessness
- Must have knowledge of local homeless system(s) with preference for candidates with lived experience
- Public speaking skills and ability to lead and facilitate group meetings.
- Computer skills required: Proficient in MS Word, Excel, Outlook, Internet Use, and Additional Software, as needed.
- Individuals 18 and 23 strongly encouraged to apply
- Active members of the Youth Action Board strongly encouraged to apply

COMPETENCIES:

- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Professionalism** - Tactfully approaches others; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build

morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

The above is intended to describe the general content of and requirements for the performance of this Scope of Service. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this Scope of Service restricts CAFTH's right to assign or reassign duties and responsibilities to this Scope of Service at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENT – CAFTH YOUTH ACTION BOARD COORDINATOR

I have read the foregoing scope of service and understand the responsibilities of the listed services. I agree that I am able to perform the essential duties of this position.

YAB Coordinator Name

Supervisor Name

YAB Coordinator Signature

Supervisor Signature

Date Signed

Date Signed

August 2024