



YOUTH ADVISORY BOARD MEMBER

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| Position: | Youth Advisory Board Member |
| Department: | Administration |
| Reports to: | Executive Assistant |
| Location: | Hybrid |
| Status: | Volunteer Position - Unpaid |

To apply, please complete the attached application and email to mevans@eprdco.gov

Nature of Work

The EPRD Youth Advisory Board (YAB) is a youth engagement strategy used to positively incorporate youth voices and help build the capacity of youth participants. This program was designed to provide young people the opportunity to directly support program processes and outcomes in ways that contribute to sustainability and scale, while also building on the skills and scope of knowledge of young people themselves.

The YAB consists of two (2) high school age students that serve as an extension of the EPRD Board of Directors. They work closely with the Board and Staff in and outside of Board Meetings to provide insights and feedback on program design, implementation, and evaluation; help define outcomes that are relevant to young peoples' needs; and complement or deepen existing youth engagement strategies. As a YAB member, individuals will develop their leadership skills, learn about the processes and structures within government entities, and utilize their passions within parks and recreation to engage with the local community in ways that make a difference in both the present and the future.

Essential Functions

- Attending and participating in monthly Board of Directors meetings (Estimated ~40 hours per year)
 - Board Meetings are typically held during the last week of each month, but subject to change – see the schedule below
 - These meetings range anywhere between 2-4 hours and alternate locations between Buchanan Park Recreation Center & Wulf Recreation Center
 - A majority of the duration of each Board Meeting will provide Youth Advisors the opportunity to listen and learn about District business. Youth Advisors will also be engaged to provide feedback and comments at times during the meeting
- Attending and participating in Work Sessions and Special Meetings of the Board of Directors when requested
- Providing EPRD Board and Staff with input, perspective and feedback on projects & initiatives within the District on behalf of the youth being served
- Up to 40 hours per year in program engagement or community projects outside of the Board of Directors meetings
- Up to 4 hours of initial onboarding training with EPRD Staff



Skills

- Communication Skills – A willingness to listen and be considerate of others' input, and to be willing to share opinions with others.
- Leadership Skills – Comfortable taking initiative in providing influence, instruction, guidance, and perspective within a variety of audiences.
- Commitment and Availability — Regular attendance at the Board of Directors meetings and responsive when engaged to provide input.
- Community Service— Background and enthusiasm in serving the community and people.
- Experience Working with Adults— An understanding and willingness to communicate with adults, including providing & receiving feedback.
- Interpretation — Ability to capture and relay information to both youth and adults based on discussions and input.

Abilities & Knowledge

- Ability to maintain a high level of professionalism
- Ability to communicate effectively, both verbally and in writing, with a variety of different people ranging from children to seniors
- Ability to establish and maintain relationships with other youth, EPRD Staff, Community Members, and the EPRD Board of Directors
- Involved in and well-informed about Evergreen Park & Recreation District, its facilities, and some of its programs and offerings
- Proficient in the use of computers
- Candidates should be comfortable collaborating on projects and/or taking on initiatives individually with other Youth Advisors.

Qualifications

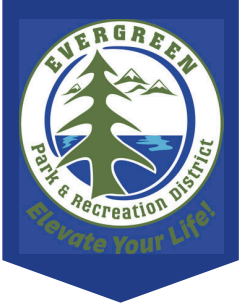
- This role is specific to high-school age students. (Ideally, Freshman or Sophomores in order to fulfill a two-year term)
- Candidates should be regularly involved in multiple programs, activities, or events with EPRD.
- Candidates should actively participate in clubs, programs, and activities beyond EPRD to gain diverse organizational perspectives and make important comparisons with EPRD programming.
- Candidates are preferred to be able to serve a 2 year term in this role, but not required.
- Candidates are encouraged to attend or watch an EPRD Board of Directors meeting prior to applying.

For questions or to submit your application, please email Maddy Evans at MEvans@eprdcogov or call 720-880-1020.

*Please note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this role.

The Evergreen Park & Recreation District is an equal opportunity employer.

EPRD does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.



YOUTH ADVISORY APPLICATION

Name: _____ Phone #: _____

Address: _____

Email Address: _____

Emergency Contact: _____ Emer. Contact Phone #: _____

Have you ever been employed by Evergreen Parks & Recreation District? Yes No

If yes, when & what was your title? _____

Are you currently employed by Evergreen Parks & Recreation District? Yes No

If yes, what is your current title? _____

Are you related to any Evergreen Parks & Recreation District employee of Board of Directors member? Yes No

If yes, what is their name & relationship? _____

Check the highest grade level completed. 8 9 10 11

List any education, licenses, certifications, skills, etc. that may be pertinent to the advisory position you are seeking: (i.e. - Key Club, NJHS, Bilingual, etc.)

Employment & Volunteer History: (may attach resume)

The Board of Directors meetings through the end of 2025 are on the following dates: June 24, July 29, Aug. 26, Sept. 30, Oct. 28, Nov. 18, & Dec. 9

Are you available to attend these meetings? Yes No



YOUTH ADVISORY APPLICATION

Do you currently use EPRD facilities or parks? If yes, please explain how you utilize EPRD. If no, have you used them previously? How?

What is your current GPA? _____

Are you available for a two-year term starting in June 2025?

Yes No

List 2 references (name, title if known, & contact information) that can verify the information you have provided:

1.

2.

Have you ever been convicted of a crime other than a minor traffic violation? Yes No

Have you been convicted of a felony or do you have a felony charge currently pending?

Yes No

If you answered yes to either of the questions above, please provide details including charges, dates, and locations. (Convictions will not necessarily disqualify an applicant from volunteering.)



YOUTH ADVISORY APPLICATION

Certification of Applicant

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|---------|---|
| Initial | I certify that all statements made on all application materials are true and accurate. I understand that false information (misrepresentation or omission of information) will disqualify me for assignment or cause my subsequent dismissal. I authorize the investigation of all statements contained herein. I also authorize the employers and/or volunteer assignments and any pertinent information they may have and release all parties from any liability for any damage that may result from furnishing such information. |
| Initial | I consent to have a background history check, which may include fingerprinting. I have attached the authorization to conduct and investigative background check and consent for the release of personal information to this application. |
| Initial | If assigned an Advisory Council position, I agree to report any future convictions, other than minor traffic infractions that I receive to the program supervisor. |
| Initial | I understand that if I am accepted to an Advisory Council position, I am subject to release at any time. |
| Initial | I understand and agree that, if I am accepted by Evergreen Park & Recreation District as a volunteer, I have no expectation of privacy in desks, files, lockers, computers, vehicles, or other property owned by the city. |
| Initial | I will keep the District advised of changes in my address and/or phone number or status. |

APPLICATIONS WITHOUT REQUIRED INITIALS AND SIGNATURES WILL BE REJECTED.

Applicant Signature

Date

Applicant Printed Name

Parent/Guardian Signature

Date

Parent/Guardian Printed Name

Phone Number

Please return completed application to:
 Evergreen Park and Recreation District
 Maddy Evans
 mevans@eprdco.gov
 1521 Bergen Parkway
 Evergreen, CO 80439

NOTE: When advised, reasonable accommodation will be made in order for a qualified applicant with a disability to participate in any phase of the volunteer application process. Please call (720) 880-1020 or email mevans@eprdco.gov to discuss how your needs may be accommodated.