

Town of Castle Rock
Teen Advisory Group
Volunteer Description



Age group

7-12th grades

Purpose

The purpose of the Teen Advisory Group (TAG) is to advise the Town's Parks and Recreation Department in the general planning, preparation and organization of service events and activities in the Youth Department of the Recreation Center and the Town.

Duties

- *Attends Teen Advisory Group meetings monthly.*
- *Assists in the development of specific goals and a mission statement for the Teen Advisory Group.*
- *Revises bylaws for the Teen Advisory Group.*
- *Establishes a good relationship with the Parks and Recreation Commission and Town Council members.*
- *Attends the Parks and Recreation Commission meetings and update the other members of the current happenings of the Town.*
- *Attends the necessary team building and training meetings.*
- *Communicates with citizens and responds to their inquiries and concerns.*
- *Establishes and maintains effective working relationships with the public and staff.*
- *Conducts both long range and short term planning.*
- *Develops specific marketing plans and ideas in the schools and throughout the Town including flyer distribution.*
- *Assists in developing and maintaining program policies and procedures.*
- *Develops, organizes, plans, and participates in community service and outreach programs.*

- *Develops, organizes, plans and participates in fundraising tasks for the Teen Advisory Group.*
- *May represent the Teen Advisory Group on various Town and community committees.*

Helpful skills and abilities

- *Knowledge of principles and practices involved in promoting public/community activities and events.*
- *Knowledge of the principles and techniques of short-to-long-range planning.*
- *Skill in both written and oral communications for effective expression and clarity.*
- *Ability to exercise sound judgment and make independent decisions in accordance with established Town policies and procedures.*
- *Ability to establish and maintain effective working relationships with supervisor, support staff, volunteers, and other department with which the position interacts.*