



# HIGH SCHOOL YOUTH ACTION TEAM MEMBER

## Community Services Department Aide

Part-Time: 5-10 hours per week

\$10.82 per hour

**Closing Date: Thursday, April 29, 2010 at 5:00 p.m.**

**APPLICATIONS MUST BE SUBMITTED ONLINE AT:**

[www.cityofirvine.org](http://www.cityofirvine.org)

### The Position:

The City of Irvine is seeking 15 new members to serve on the High School Youth Action Team for the 2010/2011 academic school year. The High School Youth Action Team (HSYAT) provides high school students the opportunity to participate in the development, implementation and evaluation of services for their peers. The program consists of student representatives from six Irvine high schools, who organize teen activities and represent their peers at various community groups. **Employment term will be June 2010 – June 2011.**

### Essential Duties and Responsibilities:

- Assess the needs of Irvine teens by actively soliciting their input, talents, and ideas.
- Develop and maintain open communication with peers and adults.
- Help design, plan, and implement teen activities, services, special events, teen forums, prevention campaigns and volunteer projects.
- Promote all Youth Action Team sponsored events to students in Irvine.
- Provide information on teen-related issues to the Irvine City Council, the Community Services Commission, staff, and other community groups.
- Attend weekly staff meetings and all Youth Action Team sponsored events.

### Minimum Training and Experience Required to Perform Essential Job Functions:

- Must be a high school student entering 11th or 12th grade.
- Must be an Irvine resident.
- Ability to serve on the Youth Action Team until June 2011.
- Ability to communicate effectively and listen objectively.
- Ability to understand concerns, ideas, and issues affecting teens.
- Ability and willingness to consider many different perspectives.
- Ability to plan, organize and implement special events.
- Willingness to interact with community groups and businesses.
- Ability to work effectively in a group/team environment.

### Application Process:

- Apply online at [www.cityofirvine.org/jobs](http://www.cityofirvine.org/jobs).
- Complete online application, supplemental questions, and attach resume or outline detailing your school/community activities and/or work experience.
- Supplemental Questions (500 words or less per question):
  - Identify an issue facing Irvine teens today and what steps you would take to address that issue as a Youth Action Team member.
  - Why do you want to be a Youth Action Team member?
- There will be an "Info Day" for all interested applicants on Thursday, April 22 2010 at 5:00 p.m. at the Heritage Park Community Center.

**Questions? Contact the HSYAT Office at (949) 724-6739.**

For additional information please visit our website at: [www.cityofirvine.org](http://www.cityofirvine.org)