



## **VOLUNTEER POSITION DESCRIPTION**

**JOB TITLE:** Kitsap County Commission on Children and Youth Advisory Board

**DEPARTMENT:** Human Services

### **JOB SUMMARY:**

The 24 members of the Kitsap County Commission on Children and Youth Advisory Board are volunteers from throughout the county, appointed by the Board of County Commissioners for three-year terms. Youth representatives serve one-year terms. Advisory Board members represent health and social services, law and justice, military, local tribes, education, parks and recreation, business, youth and the general community. The Commission also serves as an advisory board to the Kitsap County Board of Commissioners, and the Local Public Health and Safety Network.

### **JOB DUTIES:**

Meet at least once a month. Attendance is vitally important for the success of the advisory group. Function as part of a team of 24. Actively participate in discussion and actions of the Board. Serve as part of an official communication body between County Commissioners, the youth and organizations serving youth throughout Kitsap County. Participate on committees and related activities. Assist with strategic planning, policy review and outreach and education initiatives.

### **SKILLS AND QUALIFICATIONS:**

Must be a Kitsap County resident. Must be willing and able to attend monthly meetings, participate in committees and function as part of an advisory team.

### **RESPONSIBLE TO:**

Laura Hyde, Commission on Children and Youth staff coordinator, and the Board of County Commissioners.

### **TIME COMMITMENT:**

The Commission currently meets virtually but will return to in person meetings at some point. Monthly meetings take place on the first Thursday of the month from 4:30 to 6:30 p.m. via Zoom and previously held at Olympic Education Service District #114 offices, 105 National Avenue North, Bremerton. Other meetings and training may be occasionally scheduled. Committee times vary.

**For more information on Kitsap County advisory groups and the application review process, contact Kitsap County Volunteer Services at [volunteer@kitsap.gov](mailto:volunteer@kitsap.gov).**