

**Sample 3****POSITION DESCRIPTIONS****Position Description    YOUTH LEADER / CADET LEADER****Purpose of Position**

To provide youth with opportunities for personal development, and training for first aid, health care and safety skills.

**Responsibilities**

- To maintain at all times the best interests of the youth and the St. John Ambulance Youth Program.
- Plan annual training schedule.
- Liaise with the local Adult Division to encourage joint activities.
- Plan, co-ordinate and direct effective weekly meetings.
- Assist and advise Divisional Superintendent on policy within the youth program.
- Support and encourage both officers and youth in all activities undertaken by the Division.
- Take major responsibility for teaching youth in the Division.
- Ensure that each volunteer helper is aware of weekly expectations.
- Maintain appropriate discipline.
- Maintain proper records for attendance, individual youth progress records and recognition.
- Be an appropriate role model.
- Other duties as assigned by the Divisional Superintendent.

**Qualifications**

- Must be 18 years of age or older.
- Must have a sincere interest in helping and protecting youth.
- Must have good teaching and training skills.
- Must have good interpersonal skills to interact with youth, parents and other St. John volunteers.
- Must have good organizational and leadership skills.
- First aid and family health care qualifications and experience within St. John Ambulance are an asset.

**Training**

- Orientation to St. John Ambulance and the Division.
- Leadership training.
- First Aid Certification.

**Relationships**

**Reports to:** Divisional Superintendent, and/or Training Officer.

**Liases with:** Cadet NCO’s, youth members, and Divisional Officers.

- Submit completed training schedule to the Divisional Superintendent and or Training Officer.
- Keep weekly attendance records to provide to the Divisional and/or Administration Officer.
- Refer information regarding new members, change of addresses or phone numbers to the Superintendent and/or Administration Officer.
- Have regular planning meetings with St. John Ambulance volunteers to receive input into the training schedule plan, forthcoming meetings, discuss concerns, problems or issues.

**Time Commitment**

- Attend Divisional Officer meetings as required.
- Weekly training meeting.
- Planning time.
- Monthly meeting with Divisional Superintendent.
- Attend a variety of functions representing the youth program and become fully aware of what is available for youth within the area.

**Support**

- Annual performance appraisal.
- Divisional Superintendent and/or Training Officer.
- Youth volunteers and helpers.
- Provincial/Territorial Cadet Officer.

**Term of Office**

- One-year term renewable at the time of the annual performance appraisal.

**Benefits To Leader**

- Enjoy working with youth.
- Development of leadership potential.
- Personal satisfaction gained knowing that your efforts matter in helping to guide the next generation.
- Knowing your work with youth makes a contribution to the community.

**I agree to the duties listed above**

\_\_\_\_\_  
Volunteer

\_\_\_\_\_  
Date

**St. John Ambulance agrees to provide specific training and appropriate supervision**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date