

Sample 4**POSITION DESCRIPTIONS****Position Description JUNIOR PROGRAM LEADER****Purpose of Position**

- To provide youth with opportunities for personal development, 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.
- Plan, co-ordinate and direct effective weekly meetings.
- Ensure that each volunteer helper is aware of weekly expectations.
- Maintain appropriate discipline.
- Maintain proper records for attendance, individual youth progress records and recognition.
- Ensure there is adequate space/rooms; adequate supplies for each meeting.
- Be an appropriate role model.
- Other duties as assigned by the Divisional Superintendent.

Qualifications

- Must have a sincere interest in helping and protecting youth.
- 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 are an asset.

Training

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

Relationships

- Maintain close and regular liaison with Divisional Superintendent.
- Submit completed training schedule to the Divisional Superintendent and or Training Officer.



Adapted from
St. John Ambulance,
Onatrio Council,
JUNIOR PROGRAM,
1991

Sample 4

- 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.

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