



This Work Agreement is entered into on _____ (today's date), by **Mountain Youth**, and _____ (employee's name).

Duties and Expectations of Position: Youth Advisor

Job Expectations

- Youth Advisors will be reliable, communicate clearly, grow in their professional skills, and provide youth-focused change ideas that intrigue them
- Give constructive feedback to Mountain Youth staff on how to engage youth better
- Become involved in programs and events to the maximum capacity you can
- Use & apply learning opportunities to become a better worker and human

Required Job Duties (2-3 Hrs/week)

- Attend ALL Valley's Voice Meetings, including safe driving (SD) team meetings
 - VV meetings Mondays 6:30-8:00 (subject to change); SD meetings fluctuate
 - During meetings: provide feedback to enhance program offerings
 - Attendance of > 85% of meetings is expected.
 - Be a catalyst of change for new/existing passion projects
- Youth Advisors are expected to start a project of their choosing, or become highly involved in leading a current project if that project fits their interests.
- Plan and promote Valley's Voice meetings & events
- Provide feedback and support to offer the best events to local youth
 - Share flyers among peers and in different groups of youth.
 - Youth Advisors are EXPECTED to share opportunities on their personal social media (stories)
- Check-In's
 - 1:1 check in's may be pursued for learning, coaching, additional help, or any reason
 - Check in's may be initiated by EITHER the employee, or the supervisor
- Other duties as assigned or pursued
 - CTC meetings, trainings, event help, office support, administrative support, etc.

Communication

- If unable to attend a meeting, 24 hours notice must be given for an 'excused absence', not counting against your 85%.
- Text, Remind, & Email are acceptable formats of notice
- YOUR EMAIL will be checked at least once per day.
- If meetings are in person, you are expected to be in person
 - Virtual links will be provided with good reasoning and > 24 hours ask



Virtual Meetings

- Virtual meetings are a privilege and may be used when scheduling is difficult
- Your camera will be on for the meeting, and you will be actively participating!
 - Communicate with MOYO staff if you're having technology challenges/ unable to use camera

Unexcused Absences

- Mountain Youth is relying on **you** as a hired Youth Advisor to attend meetings, and communicate **before** meetings if you will miss them
- Accumulations of more than three (3) unexcused absences will be addressed on an individual basis

Compensation

- You are responsible for maintaining and turning in your timesheet once/month
 - High school:
 - High school youth advisors will be compensated at a rate of \$20/hr with opportunities to
 - Middle School:
 - Returning youth advisors will be paid \$18/hour;
 - New youth advisors will start at the rate of \$17/hour, with the opportunity to grow based on commitment and involvement.

Age Difference

- Job duties will be the same (age appropriate) for middle and high school employees. Employees at a higher pay rate will have higher work and communication expectations.

This work contract is effective from _____ (today's date) until terminated by either the Employee _____, or Mountain Youth.

Employee's Name (Print): _____

Employee's Signature: _____ DATE: _____

Employee's Parent/Guardian Signature: _____ DATE: _____

Youth Liaison/Senior Manager of Youth Engagement Signature: _____ DATE: _____

