

YOUTH OUTREACH SERVICES CHAIR

Job Description

The Youth Outreach Services Chair is an elected member of the Board. This is not a sensitive position with respect to the League's nonpartisan policy.* The Youth Outreach Services Chair shall be familiar with League positions and principles. As a Board member, s/he collaborates in making policy and in the planning and carrying out of League activities.

GENERAL RESPONSIBILITIES

- Understands the duties of the Youth Outreach Services
- Recruits and trains volunteers, adult and youth, for the Youth Outreach Services Committee.
- Sets annual diversity, equity and inclusion goals based on LWVA policy; establishes markers to track progress toward these goals.
- Reports progress on this and other measures of program effectiveness to members at the Annual Meeting.
- Maintains and stores information vital to specific job performance (via hard copy files, electronic documents, and/or emails).
- Trains successor and passes on vital information in a mutually agreed time and manner.
- Ensures that documents essential to LWVA as a whole are archived in the LWVA's Dropbox account at <https://www.dropbox.com/home/LWVA>.

SPECIFIC DUTIES

- Develops outreach programs, activities and events for students and young voters to encourage their participation in LWVA activities and to provide opportunities to learn about the mission of the LWVA.
- Works with a software development team and content developers on LWVA civics online game VERIFYIT!™ to update game platform as needed.
- Works with local educators to adapt VERIFYIT!™ for the education market.
- Develops and manages multi-media marketing campaign to grow the player base for VERIFYIT!™ game.
- Finds and trains content developers for content areas, which include, but are not limited to the following: fake news articles, constitutional law, state voting regulations, electoral college, climate change, race equity laws and events
- Develops program criteria to implement and manage Student Intern Program.
- Identifies, networks and collaborates with other organizations that are compatible with LWVA Youth Outreach goals and programs.
- Follows school board developments to identify issues of interest to the League.
- Identifies funding opportunities to support YOS programs as needed.
- Confers with Ms. Linda Joy Kattwinkel, Esq. of Owen, Wickersham & Erickson, P.C. about the status of our trademark registration.

- Manages the Spring LWVA/College of Alameda High School Public Speaking / Debate Scholarship Program, usually held at CoA in spring of each year.

TIME-SPECIFIC DUTIES

- Before September 17, Constitution Day: Prepares teachers to use Veriflyt! as an ice-breaker pre-test for Constitution Day activities.
- October: Begins planning and promoting the LWVA/College of Alameda High School Public Speaking/Debate Scholarship Program for the following Spring; ensure that the Speech course is listed in CoA's Winter/Spring catalog.
- October – January: Contacts High School Teachers of English, Drama, Speech, History, Civics to promote speech scholarship opportunity to their students, usually for additional class extra credit.
- December: Works with CoA instructor of Communication, Distance Learning to update course outline, description, and promotional fliers for speech tournament.
- April: Prepares teachers to use Veriflyt! as a pre-test for LAW Day, May 7.

*See LWVA website for Nonpartisan and Diversity Policies.
Adopted January, 2021