



Youth Outreach Supervisor – Volunteer Job Description

Job Summary:

The Youth Outreach Supervisor is responsible for overseeing all community outreach and public relation efforts within the Youth Leadership Program. This role involves developing and implementing strategies to ensure consistent and effective communication across the student community. The Youth Outreach Supervisor will lead the Communications Team, providing support and coordination to ensure successful youth engagement in the high school and university community. This position requires strong leadership skills and the ability to work with students.

Core Responsibilities:

- Develop and implement communication strategies to further the goals of the Youth Leadership Program.
- Act as one of the primary spokespeople for the Youth Leadership Program alongside other supervisors.
- Develop and maintain relationships with school districts, universities, school clubs, local businesses, media outlets and others.
- Coordinate with the Social Media Coordinator to develop PR materials.
- Lead the creation of email newsletters and send out updates to volunteers and others in a timely manner.
- Assign tasks, set goals and monitor the team's progress.
- Attend Youth Advisory Committee meetings and submit reports on communication team progress.

Qualifications:

- Currently enrolled as a student in Grade 12 or university.
- Strong leadership and team management skills.
- Excellent written and verbal communication skills.
- Experience in public relations, communications, or a related field is preferred.
- Strong organizational skills
- Ability to work independently and as part of a team.

Application Process:

To apply, please submit your application on <https://www.fvhcf.ca/youth-program>. A cover letter is optional but encouraged, as it provides an opportunity for you to highlight your interest in this role.