



Volunteer Position Description

Youth Services

Position: Youth Services Committee Member
Department: Youth Services
Reports to: Youth Services Director
Last Updated: August 6, 2021

Oak Park and River Forest Township Boards of Trustees are enabled by the Illinois Township Code to appoint advisory committees for Youth Services 60 ILCS 220-10.

The Township Boards are committed to citizen participation and utilizing the expertise of committee members.

The Youth Services Committee is made up of individuals with an interest in the welfare of youth in the community. The Committee acts in an advisory capacity to the Township Boards. Members of the Youth Committee are appointed by their respective Township Board to four-year terms.

The purpose of the Committee includes promotion and outreach, strategic planning, evaluation, special projects, and recruitment of committee members.

Criteria for Selection includes but is not limited to:

1. Residency within Oak Park/River Forest.
2. Knowledge of issues affecting the population served by the Committee or Board.
3. Experience serving on citizen committees or boards.
4. Knowledge of the Oak Park and River Forest communities.
5. Record of community service.
6. Commitment, availability and motivation to serve.
7. Criteria developed with input from Committee members, Department Director, Township Supervisor and Township Manager.

Essential Job Functions:

- Serve as an ambassador of Township Youth Services in the Community
- Act as a voting member of the Youth Services Committee
- Attend and participate in monthly committee meetings held on the first Wednesday of each month (unless otherwise noted, no meetings in the summer)
- Attend and participate as available in sub-committees, Youth Committee special meetings or Township events
- Serve a term of four (4) years or until their successor is duly appointed and qualified

Qualifications:

- Residency of Oak Park Township (for Oak Park Committee openings)
- Residency of River Forest Township (for River Forest Committee openings)