

KITSAP COUNTY JUVENILE DEPARTMENT VOLUNTEER POSITION DESCRIPTION

- TITLE:** **Juvenile Department Citizen’s Advisory Board Member**
- VP SUMMARY:** Working with the Kitsap County Superior Court Judges and the Director of the Juvenile Department in an advisory manner.
- VP DUTIES:** May consist of but not limited to:
- The development of the Advisory Board’s mission statement, by-laws, goals and objectives.
 - Becoming informed about and providing suggestions regarding individual program and services, including:
 - Receiving information from Department staff, juvenile offenders, parents, program providers, and others connected with said programs and services.
 - “Shadowing” of Department staff and observation of facility operations.
 - Advise and advocate for funding to maintain/add quality programs,
 - Acting as a communications link with the community (community networking),
 - Development of Board capacity to function as an Advisory Board which complies with American Correctional Association’s (ACA) Accreditation,
 - Assist, as needed, in the further recruitment of Board members.
- The Juvenile Department Citizen’s Advisory Board Members will not:**
- Handle personnel issues. All personnel issues will be referred to the Juvenile Department Director.
 - Provide “hands-on” service delivery to the youth and/or their parents.
 - Act individually. The board shall act as a group not as individual members.
- MEMBERSHIP:** The board will consist of 12 to 16 adult members and 2 teen members. Criminal history and references will be checked prior to appointment to the board. 50% of the initial membership will service a 2-year term and 50% will serve a 3-year term.
- ABILITIES:** Motivation and concern for Juvenile Justice issues.
Ability to maintain confidentiality.
Ability to maintain perspective/objectivity.
Ability to work as a team player.
Ability to be organized.
Ability to be flexible.
Ability to respect cultural diversity.
Ability to communicate effectively, both orally and in writing.
Ability to maintain good working relationship with Juvenile Department, other volunteers, and the community.
- REQUIREMENTS:** Must be able to pass a background check through the County Prosecuting Attorney's Office and the Washington State Patrol.
Must be dependable in attending Board meeting and sub-committee meetings.
Must receive orientation to the Kitsap County Juvenile Department.
Must participate in provided trainings related to Juvenile Department Services, Juvenile Justice issues, Boardsmanship.
Must be able/willing to commit to 8 to 10 hours per year of active involvement, including attendance at quarterly meetings.