YOUTH RESOURCES OF SOUTHWESTERN INDIANA

TEENPOWER Mission:

- Strengthen prevention and intervention skills among youth by building protective factors and reducing risk factors associated with alcohol, tobacco and other drug use among youth**.**
- Build a network of young people dedicated to making healthy life decisions and to be a system of support to themselves and their peers.

Youth Staff Contract & Expectations

As a TEENPOWER Youth Staff Member you are committing to be a role model and represent Youth Resources year-round meeting the following standards. Please remember that serving on Youth Staff is a privilege and requires dedication and responsibility. We will have tons of fun, but will always put the mission of TEENPOWER and the participants themselves first.

Behavior at Youth Staff trainings and TEENPOWER

1. You must be willing to work hard.
2. Live a tobacco, vape, alcohol, and drug-free lifestyle year-round
3. Support the TEENPOWER events in your school and community through your presence and hard work.
4. Actively serve on a Youth Staff committee and participate in the committee work.
5. Actively participate in and attend majority of the TEENPOWER Youth Staff trainings.
6. Commit yourself to the TEENPOWER mission (see box above) and substance abuse prevention.
7. Be open and honest about the choices you make in your life and how they impact your position on Youth Staff.
8. Hold others accountable for the actions both at TEENPOWER and throughout the year.
9. Be honest, trustworthy, reliable, responsible, and open to others ideas & backgrounds.
10. Assist with screening and approving all TEENPOWER grants after conferences.
11. Be a role model to your peers and the community through your actions and words. This includes actions, words, and pictures communicated via social media.
12. Help other Youth Staff whenever possible and be especially supportive and inclusive of new and less experienced staff members and volunteers.
13. Respect the authority of Youth Resources as a non-profit agency serving the youth of our community.
14. Respect the authority of YR staff on ALL matters at ALL times.
15. Ensure that the Youth Staff (others & yourself) gain the most possible enjoyment and reward from the experience.

Attendance

1. Attend the entirety of all training sessions unless you have approval to be absent from the TEENPOWER Program Coordinator.
    a. Inform the TEENPOWER Program Coordinator via email as soon as you know that you will be absent from a training.
    b. Absences MUST be communicated **via email** <u>at least</u> 24 hours *before* the upcoming training.
    c. Only three (3) absences are permitted from trainings per Youth Staff member.
        i. Late arrivals/early departures will be tracked and factored into the attendance policy.
    d. Approval means you have contacted Bailey and have received confirmation from her.
2. Be on time and ready for trainings. We will start promptly at the times provided.
3. Know that individual committees may be required to meet on additional dates if needed and determined by the Youth Staff or Program Coordinator and that your presence is expected at those outside meetings.
4. Assist with screening and approving all TEENPOWER grants after conferences.

Make-Up Trainings/Virtual Trainings

1. Be prepared to make up cancelled trainings virtually.
2. Commit to attending and leading TEENPOWER in all formats, including virtual.
3. Actively participate in all virtual TEENPOWER Youth Staff trainings.
    a. No phones, camera on, collaborating and contributing to whatever we are working on at all times.
    b. Missing a virtual/make-up training will still count toward your three (3) total absences.

TEENPOWER Responsibilities

At TEENPOWER conference(s), Youth Staff must be committed to:

- Provide a high standard of care for the participants at all times.

- Consider the safety of the participants 24 hours a day
- Do your part to co-facilitate a TEENPOWER Family Group.
- Assist and encourage participants to participate in games, icebreakers, and activities.
- Put participants first by facilitating activities and actively participating with them in all activities.
- Set a good example for participants to follow:
    - No swearing or bad language
    - No inappropriate social media posts (content *and* timing)
    - Wear appropriate clothing
    - Treat everyone with respect
    - Be open-minded
    - Be enthusiastic and positive
- Stay in communication with the TEENPOWER team including:
    - With the Youth Resources staff, keeping them informed of participant and staff behavior.
        - Behavior that puts participants, staff, or the integrity of the program at risk should be reported immediately to the Youth Resources TEENPOWER Program Coordinator or Executive Director.
    - With other conference staff, offering ideas, support and encouragement
    - With the participants, keeping them informed of important TEENPOWER information
- Ensure participants enjoy the TEENPOWER experience and that their health, safety, and happiness come above all else.
- When a Youth Staff member is unsure of what to do, or how to handle a particular situation, it is your responsibility to ask the TEENPOWER Program Coordinator or Executive Director for assistance.

***Disciplinary Procedure for Youth Staff Members**

It is the aim of TEENPOWER that volunteers will be given the skills, support, and training to perform their tasks satisfactorily. If a volunteer is not performing satisfactorily, the following steps will be taken:

- Youth Resources staff discuss privately with the volunteer the areas in which extra effort is needed and define concerns and identify problems.
- If the behavior or attitude is continual, the TEENPOWER Program Coordinator may issue required disciplinary action or release from service.
- Youth Staff members with excessive absences or those that continuously arrive tardy or leave early are subject to release from TEENPOWER duties.
- Disciplinary action, such as release of the Youth Staff from service is implemented as a last resort or to ensure the safety, effectiveness, and cohesiveness of the TEENPOWER team.

****Please note that decisions made by the Youth Resources staff are final.***

Youth Staff can expect the following from Youth Resources:

- You will be given ongoing support, assistance, education and direction from the Youth Resources staff.
- You will be regarded as a valued member of the TEENPOWER team of leaders who are treated equally and with respect.
- Lots of laughs, fun, and the opportunity to make a big impact on your peers!

I understand that by being a member of TEENPOWER Youth Staff, I am expected to uphold all rules and expectations listed above. I will set a positive example for my peers and always do my best to make good decisions with the ideals of TEENPOWER in mind. I promise to be a cooperative member of the TEENPOWER Youth Staff and find ways to help others in positive ways. Further, I understand that if I should be a part of any activities or anything that would go against this contract or the rules/ideals/philosophy of TEENPOWER, I am at risk to be released from TEENPOWER Youth Staff.

I _____ (your first name) declare that I understand the responsibilities and information outlined above and that I will attend TEENPOWER conferences(s) and all TEENPOWER trainings with the intent of fulfilling this role. If I am unable to fulfill this role I understand that I must notify the TEENPOWER Program Coordinator immediately. I understand and accept the above listed responsibilities for being a TEENPOWER Youth Staff member. By signing below I agree to meet the requirements to the best of my abilities and understand the consequences if I choose not to do so.

Signature: _____ Date: _____

Printed Name: _____

KEEP THIS COPY FOR YOUR RECORDS