

The Kingdom Youth Officer is a deputy to the Kingdom Seneschal and is responsible for liaison with seneschals and event stewards on youth activities and issues. The Youth Officer reports to the Kingdom Seneschal. This is primarily an administrative role. The Youth Officer is responsible for ensuring that the following duties are completed. These duties include delivering and meeting deadlines for the following:

- Report quarterly to the Kingdom Seneschal
- Compile quarterly reports from local group Youth Officers track down late reports and review them with the Kingdom Seneschal. Include a list of officers that did not report.
- Review updates to the SCA Youth handbooks and policies with the Kingdom Seneschal.
- Assist the Kingdom Seneschal in keeping Northshield youth handbooks and policies up to date.
- Onboarding new youth officers and ensuring they are informed of all relevant policies
- Advising and reviewing policy at least once per year with group officers
- Discuss any Youth issues or problems with the Kingdom Seneschal.
- Bring any issues with policy enforcement directly to the attention of the Kingdom Seneschal within 24 hours.
- Receive updated background check lists from Corporate every month and make sure all group Youth officers have an up to date background check. Contact anyone who will be expiring in the next 3 months so they can renew.
- Assist local groups as needed with activities, strategy and direction of Youth activities.
- Work with kingdom Webminster to ensure that information on the website is current.
- Advertise successes of Youth.
- Encourage active participation of Youth within the activities of the Society.
- Work with the Kingdom Youth Marshal and Kingdom Earl Marshal to ensure policies are consistent and to encourage Youth Activities.
- Write missive twice per year to update the kingdom on Youth activities and policy updates

WORKLOAD: The workload will vary but expect to put in an average of 2 hours per month with occasional commitments of assistance to various shires to help with Youth Activities or to provide an authorized Youth Officer for events as your schedule allows. [This position MAY require travel.]

REQUIREMENTS:

Dependable email access

- The Youth Officer will be required to submit and maintain their background check from society.
- Dependable high-speed internet access

- Dependable social media access is nice to have but not required (there is a Facebook page for NS Youth that is extremely underused)
- Ability to clearly communicate verbally and in writing, i.e. in person and via email, phone, and in written reports
- Working knowledge of SCA and Northshield governing documents, Youth handbooks, policies and procedures.

RESPONSES

If interested, please forward your SCA resume and application letter to TRM@northshield.org, youth@northshield.org and seneschal@northshield.org for consideration. This posting will remain open until filled.