



JUNIOR COUNCIL PERSON

DESCRIPTION

The Junior Council Person (JCP) Program allows area youth to engage in Borough government and develop leadership skills. It also enables Borough officials to mentor students who will be future community leaders.

The JCP Program allows high school juniors and seniors the opportunity to learn critical skills, including team building and collaboration, public speaking, public engagement, budgeting, and running effective meetings. It also allows the student the opportunity to deliberate on issues that are affecting their community.

JOB DUTIES AND RESPONSIBILITIES

- Serve a term coinciding largely with the school year
- Required to attend Council meetings (third Monday of every month at 6 PM)
- Encouraged to participate in annual budget meeting and other public meetings
- Required to attend community events on weekends
- Keep a binder of meeting minutes and agendas
- Take notes on issues of interest during meetings
- Write a monthly report to Borough Council that will be on the agenda and may be discussed at the meeting
- Create content for Borough's social media

REQUIREMENTS

- Incoming high school junior or senior
- Applicant shall be a Fox Chapel Borough resident
- The Junior Council Person shall, upon appointment, take a *Junior Council Person Pledge*

Candidates will be selected in cooperation with Fox Chapel Area School District and Shady Side Academy. Candidates will be sought from these schools through a process determined by school principals or designees.

Candidates for the office shall submit a one-page cover letter highlighting the applicant's interest in the position and a resume to speterson@fox-chapel.pa.us. Borough Council will review each candidate's abilities, conduct interviews, and make a decision based on the candidate's qualifications.

The Junior Councilperson will participate in all forms of Council business, except they will not be afforded the right to vote on Council matters and not be permitted to attend executive sessions. They are encouraged to participate in discussions, ask questions and give opinions, recognizing that Council members speak first. They must observe all Council meeting rules. The JCP is encouraged to declare a project or area of focus (i.e., Adopt-a-Roadway or area-wide litter pickup campaign, participate in the Joint Comprehensive Plan events).

The Borough Council will appoint a mentor or co-mentors to guide the JCP. The JCP will sit at the Council table with their mentor(s) at meetings.

The Borough of Fox Chapel is an equal-opportunity employer. All aspects of employment, including hiring, promoting, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under Federal, State or local law.