



YOUTH COORDINATOR QUALIFICATIONS

A youth coordinator is:

- Dedicated to and enjoys working with children and young adults.
- Creative in developing and finding new ideas, keeping events and programs interesting.
- Willing to give time to set up and execute activities.
- Organized and well-prepared to ensure events run smoothly.
- A good manager in using volunteer talents.
- Friendly and positive in helping to make the children feel welcome.

YOUTH INVOLVEMENT

Send a creative announcement or calendar of events to notify the youth of upcoming activities. Direct parents and guardians to catholicforester.org to search for events by state and court.

VOLUNTEER NETWORK

A group of helpers with skills to enhance your event is valuable. It is important for children and young adults to do as much as possible in planning, decorating, and cleaning up after their activities. Perhaps there is a specific task they're interested in, or maybe they're in need of service hours.

ORGANIZING AN ACTIVITY

- Ask the youth for ideas. Select the two most popular places.
- Contact those places or research information such as group rates and parking
- Designate small committees to arrange for transportation, parking, member communication, advance ticket purchases, meals, finances, and publicity.
- Two months prior to the planned outing, the youth publicity committee should contact the membership about the activity.
- The publicity committee should send email and spread the word on social media. Include the date, time, place, cost, and who to contact.
- Set a deadline for reservations. If you allow reservations after the deadline, people might ignore the deadline next time an outing is planned.
- Confirm reservations with the venue.
- Give every attending member an agenda or schedule of the day's activities to increase participation. If the location of your outing has a map, include one. This allows members who stray to easily locate the group.