

Junior Board Member – Job Description

Position Summary

Junior Board Members are high school students who are passionate about community service and leadership. Members serve as ambassadors for the organization by volunteering, participating in fundraising efforts, increasing community awareness, and supporting programs that advance the mission of the organization. Junior Board Members work collaboratively with fellow student leaders and adult mentors while developing valuable leadership and professional skills.

Key Responsibilities

Leadership & Engagement

- Attend and actively participate in all Junior Board meetings.
- Serve as a positive representative of the organization in the community and at school.
- Contribute ideas, feedback, and creative solutions to help advance the Junior Board's goals.
- Demonstrate leadership, teamwork, and professionalism in all activities.

Volunteer Service

- Participate in volunteer service projects, community outreach events, and organization-sponsored activities.
- Encourage classmates, friends, and family members to volunteer.
- Support organization events as requested.

Fundraising & Community Awareness

- Assist with fundraising campaigns and special events.
- Help promote the organization's mission through social media, school clubs, and community networks.
- Seek opportunities to recruit volunteers, sponsors, and supporters.

Committee Participation

- Complete assigned tasks and meet committee deadlines.
- Collaborate respectfully with fellow members and committee leaders.

Professional Development

- Participate in leadership development opportunities offered through the Junior Board.
- Learn about nonprofit governance, philanthropy, volunteerism, and community engagement.
- Develop communication, organizational, and project management skills.

Qualifications

- Current high school student in good academic standing.
- Demonstrates integrity, responsibility, and respect for others.
- Passion for community service and helping others.
- Strong communication and teamwork skills.
- Willingness to learn, participate, and contribute.

Expectations

Junior Board Members are expected to:

- Participate in a minimum number of volunteer events each year (as determined by the organization).
- Support at least one fundraising initiative annually.
- Actively promote the organization's mission within their schools and communities.
- Maintain open communication with Junior Board officers and staff advisors.