WELCOME!

We are grateful you have decided to explore volunteer opportunities with the Mason City Youth Task Force. Many people, from diverse sectors of our community, are needed to help us reach our-

**Vision:** Youth and adults working together to build a Healthy Community for Healthy Youth.

The Youth Task Force is a community coalition. A coalition is a prime example of the concept, “Working together, we can accomplish more than we can on our own”. We bring multiple community groups and individuals together on a regular basis to fulfill our -

**Mission:** To coordinate and facilitate collaborative community initiatives that impact the lives of young people.

Coordination and facilitation does not always mean direct implementation. The majority of the initiatives developed by the Youth Task Force are implemented by our community partners, with the Youth Task Force serving as the coordinator and facilitator through the following –

**Purpose:** To assess the health of the community, to identify needs, to coordinate existing resources and to create new resources to meet needs by focusing on prevention-related youth issues.

Much of the work of the Youth Task Force is “behind the scene”. The general public is often not aware of the groundwork laid by the coalition that nurtures change in a variety of organizational and public policies, programs, and resources. Positive outcomes for young people depend on change throughout the community. Not all of our coalition initiatives target youth audiences. We must also impact adults, organizations, and systems in order to ensure positive outcomes for our young people. Youth engagement is key to successful change. Operations of the coalition follow these general –

**Guidelines:**

1. **Initiatives will utilize a Positive Youth Development focus.** The Youth Task Force will promote a positive, not punitive, approach to community issues and be targeted toward the cause of issues, not symptoms. Youth Task Force projects and programs will incorporate positive youth development approaches in design and delivery.

2. **Initiatives will strive to give “youth voice” to our community.** The Youth Task Force will work to provide opportunities for young people to voice their opinion on community issues through personal participation written position papers. Adult volunteers and staff will advocate for youth inclusion in community discussions and bring youth perspective to community discussions.
3. **Youth will be represented at all levels of operation.** Youth volunteers will serve on the Executive Committee, Youth Action Teams, and project groups of the Youth Task Force. They will provide input to Youth Task Force Promise Teams and staff. Interns will be utilized to assist with the work of the Youth Task Force as available.

4. **Referrals of at-risk and indicated youth from community partners will receive priority for inclusion in Youth Task Force projects and programs.** Community partners who work with at-risk and indicated youth will be contacted with referral requests for youth engagement in Youth Task Force projects and programs prior to implementation. If project or program participation is limited, referrals received from these community partners, and accepted by referred youth, will receive priority over general referral and enrollment.

**ABOUT THE YOUTH TASK FORCE**

The Mason City Youth Task Force was implemented in 1994 at the direction of Mayor Carl Miller. Mason City Community Schools and Newman Catholic Schools were implementation partners. These three organizations developed a legal structure, known as a 28E Operational Agreement, to create the Youth Task Force. This agreement spells out the duties of the 28E partners. The coalition functions under the fiscal umbrella of the City of Mason City, but is not a City department, board, or commission. The Youth Task Force Executive Committee is the governing body of the Mason City Youth Task Force.

Twenty adults and three youth were appointed by the Mayor and City Council to serve on the Youth Task Force in 1994, with thirteen community organizations represented. In 2015, over forty five adult volunteers, representing over thirty organizations, parents, and other community members, along with twenty eight youth volunteers from three high schools served on the coalition.

Three full time and one part-time staff are employed by the Youth Task Force to coordinate the work of the coalition. We have also utilized non-paid staff such as Experience Works trainees, Volunteers In Service To America, and College Interns to assist the coalition.

Coalition volunteers employ a comprehensive approach, incorporating a variety of focus areas, as they work to meet our vision, mission, and purpose.

**The work of Youth Task Force volunteers has brought recognition and several awards to the community.**

Mason City was first certified with the State of Iowa as a SAFE-Substance Abuse Free Environment in 1997 and renews this certification as needed.

The Youth Task Force joined the national Healthy Communities*Healthy Youth Network in 1998 and continues our membership with the national community HCHY network.
Local, state, and national organizations have recognized the professional level of our coalition’s work and ability to achieve outcomes.

The Youth Task Force was selected to participate in the following pilot initiatives and research:

1997: **Gender-Specific Input Project**: The coalition conducted a youth input project with incarcerated female juveniles for the Iowa Dept. of Human Rights, Division of Criminal and Juvenile Justice Planning. The project report was used by the state to address gender issues for incarcerated youth.

1998: **Collaboration Demonstration Project** – The Youth Task Force facilitated a collaboration demonstration project for the Iowa Dept. of Human Rights, Division of Criminal and Juvenile Justice Planning focused on development of a common language and use of data to increase collaboration among community organizations. The multi-county 3D work group (a.k.a. Data Divas) was an outgrowth of this project that continues to function today.

1999: **Disenfranchised Youth Input Project**: The coalition conducted a youth input project with minority youth and youth not engaged in traditional education systems for the Iowa Dept. of Human Rights, Division of Criminal and Juvenile Justice Planning. The project report was used by the state as part of their assessment process for reaching disenfranchised youth.
2007: **Quality Counts-Ready by 21** - This was an initiative of the Forum on Youth Investment in Washington D. C., funded by the Robert Wood Johnson Foundation. The Iowa Collaboration for Youth Development was selected as one of eleven sites nationally to participate. The United Way of North Central Iowa’s 10 county service area was one of three sites in Iowa to be selected as part of the state initiative. In partnership with the United Way, the Youth Task Force was the coordinator for the project, focusing on youth program quality improvement.

**Coalition Impact Evaluation** – This was an evaluation project of the Community Toolbox Work Group at Kansas University funded by the National Institute on Drug Abuse. The Youth Task Force was one of ten coalitions selected nationally, and the only Iowa coalition, to participate in the project.

2010: **Ready by 21-Take the Challenge Home** - The Youth Task Force Director was selected as one of six people across the country to participate in a national Peer Learning Circle to advance support of youth program quality in communities.

2012: **A Demonstration Project to Prevent and Reduce Underage Drinking** - The National Highway Traffic Safety Administration selected the Youth Task Force as one of four national demonstration sites for this project that combines high visibility enforcement with community messaging.

**The expertise of Youth Task Force staff and volunteers has been utilized by several organizations at the local, state, and national level.**


2004: The Youth Task Force Director began providing outcomes technical assistance to United Way member agencies as part of the 3D Work Group.

The Youth Task Force was co-founder of the AC4C-Iowa Alliance of Coalitions 4 Change – a state-wide alliance of substance abuse prevention coalitions. The alliance has grown from ten participating coalitions in 2004 to fifty two coalitions in 2010. AC4C has also gained the support of many state and national partners and received the 2010 Partnership Award from the Partnership for a Drug Free Iowa and the Iowa Governor’s Office of Drug Control Policy.

2006-2009: The Youth Task Force Director was a member the state level Iowa Collaboration for Youth Development Capacity Building Committee.

2008-2011: The Youth Task Force Director was a member of the State of Iowa Underage Drinking Prevention Task Force. The Youth Task Force Director and representatives from other North Iowa coalitions and local community partners became trained in the TOPs facilitation method and provide facilitated action planning and strategic planning services for area groups and organizations.

2012-2013: The Youth Task Force Outreach Mentoring Coordinator for Clear Lake/Ventura served on the Iowa Mentoring Partnership Advisory Board.

2013: The Youth Task Force Mentoring Coordinator was awarded the Governor’s Award for Outstanding Service Manager at the Iowa Volunteer Conference. The Youth Task Force Director was selected to serve on as a member of the Consultant Advisory Board for a national research project being conducted by Wake Forest University for the National Institute on Alcohol Abuse.

2015: The Youth Task Force administered funding and assisted the Mason City Blue Zone Project with establishment of a Volunteer Center for Mason City.

The Youth Task Force has implemented a variety of initiatives, programs, and practices across multiple sectors of our community.

Implementation has followed evidence-based best practices using model programs and locally developed initiatives. Examples of our work include:

- Materials purchase, training, and implementation support for model substance abuse curriculum, grade K-12, in Mason City and Newman Catholic Schools.
- Passage of local ordinances and state laws related to underage drinking and access to methamphetamine precursors.
- Expanding alcohol compliance checks with retailers.
- Implementing alcohol seller/server training.
- Assisting the Mason City Police Dept. with implementation of bicycle patrol project.
- Providing tools to assist with parenting classes in Mason City and Newman Catholic Schools middle and high schools.
- Implementing a certified adult/youth mentoring program in Mason City, with outreach in Cerro Gordo County and Garner.
- Implementing school-based and community-based peer mentoring programs.
- Implementing after school programming for middle school students.
- Instituting community messages, including media campaigns, about positive youth development and substance abuse prevention.
- Providing subject-specific information to parents and other target audiences through newsletters, brochures, and community and school event displays.
- Conducting assessments and making recommendations to the community regarding environmental design of public spaces and operations of events related to safety and alcohol use.
- Facilitating gender-specific learning opportunities for middle school age youth.
✓ Implementing youth leadership programming for high school juniors, adjudicated youth, and youth with physical and/or mental disabilities.
✓ Engaging youth with community leaders through our annual City Day project.
✓ Providing youth volunteer opportunities through the coalition and our community partners.
✓ Installing bicycle racks across the community and exercise equipment in our city parks.
✓ Building the capacity of community service providers by providing local training opportunities on a variety of topics.
✓ Providing training opportunities for youth and adults through attendance at state and national conferences.

We complete a comprehensive youth and family community assessment every five years. Youth Task Force volunteers construct a strategic plan to address issues identified in the assessment.

We use archival data, community input, environmental scans, and anecdotal information to inform our assessment process. Primary survey data used in our community assessment comes from:

- **Iowa Youth Survey** – A statewide survey conducted every other year with students in grades 6, 8, and 11 by a consortium of Iowa state departments that provides both state, regional, and local reports.
- **Profiles of Student Life Attitudes and Behavior Survey** – A national survey developed by Search Institute, Minneapolis MN, and funded locally by the Youth Task Force with 40% of students in grades 7, 9, and 11.
- **Core Survey** - A national survey of college students developed by the CORE Institute, University of Illinois, Carbondale, funded locally by the Youth Task Force and administered to 400 students at NIACC.
- **Tri-Ethnic Community Readiness Survey** – A community survey conducted for the Youth Task Force by Prairie Ridge Prevention Services to measure community readiness to address a variety of substance use issues.
- **Monitoring the Future Survey** – A national survey conducted every year by the National Institute on Drug Abuse with 50,000 students across the country in grades 6, 8, and 11 - used for comparison of local survey data.
- **Youth Risk Behavior Surveillance System Survey** – A national survey conducted by the Centers for Disease Control – used for comparison of local survey data.

Archival data from law enforcement, health, education, and other sources is collected at the local and state level to supplement the survey data as part of our community assessment. The Youth Task Force conducts focus groups and community surveys to gather input from a variety of community members as part of this process.

We monitor and evaluate our work and track community change on a regular basis. The Youth Task Force is required by most funding sources to provide evidence of change as a result of their support. Pre and post-surveys are administered to participants for each program implemented under the coalition. These surveys measure change in knowledge, perception, and behavior among program participants. Focused discussions are incorporated into program design to gather participant input. An On-Line Documentation Support System is used to track community change, community actions, services provided, resources increased, and many other community indicators. Monitoring and evaluation results are shared with community partners and Youth Task Force volunteers, as well as with funding sources.
There are twenty two community representatives appointed to the Youth Task Force by the Mayor and City Council to represent the identified mandatory participation sectors of the community. Mandatory community sectors are:

1. Youth
2. Parents
3. Education
4. Health
5. Law enforcement
6. Local government
7. Business community
8. Faith community
9. Human service providers
10. Youth service organizations
11. Civic groups
12. Organizations involved in reducing substance abuse

Youth are engaged in the coalition through Youth Action Teams operated at community schools. Adults in addition to appointed members are engaged through the Executive Committee and Promise Teams, specific projects, and the community input process. Youth Task Force volunteer Job Descriptions are located near the back of this document.

Many people, working on multiple projects at the same time requires strong coordination and communication. The coalition has developed a structure that has served us well for the past 21 years. Portions of the structure may change over time, but the basic components of our organization have remained the same. A diagram of the Youth Task Force operational structure is on the following page.

Youth Task Force staff provide support and coordination to volunteer efforts.

- **Director** - The Youth Task Force Director is responsible for overall administration and coordination of Youth Task Force efforts and supervision of Youth Task Force staff. They are primary staff support to the Executive Committee and provide consultation support to Promise Teams and Youth Action Teams. The Director is also the primary coalition representative to local, state, regional, and national linkages. They write the coalition’s grants/funding applications and evaluation reports, construct and monitor the budget, and guide messaging of the coalition.

- **Project Assistant/Youth Coordinator** – This staff is primary support to Youth Action Teams and the Marketable Skills Promise Team. They coordinate all leadership and life skills programming and represent the coalition on a variety of local and state groups. They are responsible for data gathering for sources related to Youth Action Teams and projects of the Marketable Skills Promise Team.

- **Project Facilitator/Mentoring Coordinator** - This staff is primary support to the Ongoing Relationships/Volunteering Promise Team. They coordinate all mentoring programs and links with community partners on projects related to youth and adult volunteerism and civic engagement. They are responsible for reporting for all mentoring initiatives and data gathering for sources related to their Promise Team.

- **Administrative Coordinator** - This staff is responsible for operational fiscal administration and office coordination. They are primary support to the Health & Safety Promise Team. They assist with Peer Mentoring programs and are responsible for distribution of community messaging-including newsletters, paid advertising, and audio-visual/printed materials. They are primary contact for alcohol seller/server training registration and link with law enforcement regarding alcohol compliance checks. They provide administrative support to the Director and supervision for all interns and office volunteers.
MASON CITY YOUTH TASK FORCE APPOINTED MEMBERS
Diverse Community Sector Representation

High School
YOUTH ACTION TEAMS
Champions
MCHS, NCHS, MCAHS

EXECUTIVE COMMITTEE
Champions
Officers, Sector Representation, Youth

DIRECTOR

STAFF

TECHNICAL ASSISTANCE & CONSULTING TO OTHERS

PROMISE TEAMS-
Champions
Volunteering/Ongoing Relationships
Health & Safety
 Marketable Skills

PROJECT GROUPS

MEMORANDAS & SUBCONTRACTS

PROGRAMS, PROJECTS & ACTIVITIES

Connectors

Supporters

PROGRAMS, PROJECTS & ACTIVITIES

Connectors

Supporters

OPERATIONAL STRUCTURE
PROMISE TEAM FOCUS AREAS

<table>
<thead>
<tr>
<th>Health &amp; Safety Promise Team</th>
<th>Marketable Skills Promise Team</th>
<th>Ongoing Relationships/ Volunteering Promise Team</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purpose:</strong> To develop data-driven, prevention focused solutions impacting a safe environment and healthy choices by youth, families, community leaders, and organizations that contribute to the ability of Mason City youth to grow into physically and emotionally healthy adults.</td>
<td><strong>Purpose:</strong> To increase expectations for personal development so that Mason City youth are prepared for college, work, and life.</td>
<td><strong>Purpose:</strong> To create opportunities that promote relationships and engagement that contributes to the ability of Mason City youth to grow into physically and emotionally healthy adults.</td>
</tr>
</tbody>
</table>

Positive Youth Development

- Substance abuse
- Mental health
- Violence
- Risk-taking sexual activity
- Physical health

- Academic achievement
- Life skills
- Leadership

- Mentoring
- Youth and adult volunteering

VOLUNTEER ENGAGEMENT & COMMITMENT

The Youth Task Force needs involvement from many people in order to make sure our overarching change work is reaching all parts of the community. Volunteering for a coalition is different than volunteering for a community service project or a single focus group.

- **Community Change TAKES TIME** - The work you do with the Youth Task Force may not bear fruit for several months or years. *Coalition volunteers need to be able to feel satisfaction with small, incremental progress.*

- **Community Change is TIME CONSUMING** – Using a data driven, evidence-based process requires many steps. Sometimes, steps in the process need to be repeated due to the constant shift in community circumstances. *Coalition volunteers will feel better about their work if they are able to channel their enthusiasm to the task at hand at any given time.*

- **Community Change can be CONFLICTING** - Coalition work requires people with different interests, opinions, and philosophies to gather around the table to address “big picture” issues. *Coalition volunteers will be most effective if they are able to operate with group consensus and set aside individual preferences and agendas.*

- **Community Change is COMPLEX** – There are no simple answers to any of the issues addressed by the Youth Task Force. All issues are inter-related and must be addressed in tandem if we are to impact the community. *Coalition volunteers must be able to value the dedication of resources and work accomplished on all issues, even though they may not be a personal priority.*
✓ Community Change is HARD TO MEASURE – Coalition work has both direct and indirect impact on community change. Our work most often contributes to community change. Because so many individuals and community partners are involved in our efforts, it is rare for a community change to be directly attributable to the Youth Task Force. Coalition volunteers will feel valued if they are able to appreciate their contribution to the overall effort, even when their work may not be visible to most people.

The Youth Task Force has identified volunteer attributes that will help our coalition drive community change.

There are two groups of attributes we seek in our volunteers. The first group, FUELS, describes the attributes that will move our issues forward. The second group, SPARKS, describes personal attributes of the individual volunteer that will ignite our FUELS. When combined, these attributes make up our CHAMPIONS!

Every person has FUELS AND SPARKS!
What are yours? Check the list to find out!

### VOLUNTEER FUELS

**CONTROL OF A MAJORITY OF YOUR TIME.** You are able to schedule meeting and project time for the YTF without having to request permission from another person.

**CONTROL OF FINANCIAL RESOURCES.** You are able to make the decision about whether the financial resources of the organization or group you represent will be dedicated to YTF operations or special projects.

**ABILITY TO DEDICATE TIME OF STAFF OR OTHER VOLUNTEERS AND/OR OTHER IN-KIND RESOURCES TO THE YTF.** You supervise staff you can assign to YTF projects; belong to one or more groups where you can recruit additional volunteers; or are able to provide resources like space, printing, food, equipment use, etc. to the YTF at no charge.

**CONNECTIONS TO LARGE VARIETY OF PEOPLE.** You engage in other groups or participate in other efforts where you are able to spread the word about YTF work and needs.

**INFLUENCE WITH LEADERS.** Leaders in one or more community sectors (education, local government, law enforcement, health, human services, youth serving organizations, service clubs, media, parents, youth, faith, business, etc.) know you and will listen to what you have to say.

### VOLUNTEER SPARKS

**ENTHUSIASM** - You get excited about work you take on! You drive the work forward to completion.

**CREATIVITY** - You often think outside the box! You bring ideas to projects and identify ways to solve problems.

**COMMITMENT** - You strongly support efforts of groups you champion. You regularly attend meetings and follow through on tasks.

**PASSION** - You strongly believe in the work of groups of which you are a member. You have a personal passion for the issues.
You do not need to be nominated by the Mayor and City Council to volunteer on the Youth Task Force! We are always looking for community members who are willing to invest their time to make a difference for young people and their families.

The Youth Task Force wants to engage you in an area of work that is interesting for you while to using your time and expertise wisely.

We have established three volunteer levels that will help both you and the coalition feel comfortable with your commitment. These levels are fluid! We ask all volunteers to select their level of commitment, based on their current circumstances. Changes in your work, school, or personal circumstances may increase or decrease your ability to actively participate in the coalition. Volunteer commitment level may change at any time.

We need volunteers who are able to fulfill their commitment at any of these comfort levels:

<table>
<thead>
<tr>
<th>CHAMPIONS</th>
<th>CONNECTORS</th>
<th>SUPPORTERS</th>
<th>INDIVIDUAL TASK OR PROJECT VOLUNTEERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Meet qualifications and responsibilities for Executive Committee, Promise Team, and Youth Action Team membership through active and consistent participation.</td>
<td>• Meet qualifications for Executive Committee, Promise Team, or Youth Action Team membership, but are unable to meet responsibilities consistently and actively due to employment or personal restrictions.</td>
<td>• Stay up to date on Youth Task Force activity through coalition communications.</td>
<td>• Willing to help with an individual event or activity.</td>
</tr>
<tr>
<td>• Are able to participate in Project Groups upon request.</td>
<td>• Stay up to date on Youth Task Force activity through coalition communications.</td>
<td>• Support the work of the Youth Task Force through linkage or special communication upon request.</td>
<td>• Willing to provide short-term assistance at the Youth Task Force office on an intermittent basis.</td>
</tr>
</tbody>
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WHAT IS YOUR PERSONAL FIT?

What do you hope to gain personally or organizationally by volunteering for the Youth Task Force? Are you seeking ways to increase your community connections? Do you care deeply about a specific issue or problem? There are many reasons we choose the beneficiaries of our time. Volunteering for our coalition is a two way street. We want you to have your needs met as well as meeting our volunteer needs.

What do you bring to the Youth Task Force? What are your FUELS and SPARKS? What is your knowledge or expertise? How do you feel you fit within our community sector structure?
What area of our work interests you the most? The Youth Task Force staff and current volunteers will be happy to answer any questions you may have about our focus areas and priorities. If you are not quite sure where you want to focus your time, feel free to attend different Promise Team or committee meetings to find the group you feel most comfortable with.

What is your personal commitment availability at this time? As we mentioned earlier, we want our volunteers to feel they are able to follow through on what we ask of them. You may choose to put your toe in the water to test it out - beginning with a less demanding level of commitment, or you may decide to jump in with both feet at a high level of commitment!

Job descriptions for various volunteer positions on the coalition are on the following pages. Please review the job description of the position you are considering and feel free to contact the Youth Task Force Director with any questions or concerns:

Phone:  (641) 421-2708
Email:  mschissel@masoncity.net

More information can be found on our web page:
www.masoncityyouthtaskforce.org

Keep up to date-
Like us on Facebook!

You are welcome to visit with us personally at our office:
308 S. Pennsylvania Ave., Mason City IA 50401
We are located on the 2nd floor of Music Man Square. Please park in the gravel lot on the north side of the building and enter through the walk in door on the west (2nd walk in door after garage door). A sign with our logo is on the door. If stairs are a problem, please call and we will provide alternate entry directions for the elevator.

PLEASE COMPLETE YOUR VOLUNTEER PROFILE AT:
**APPOINTED MEMBERS**

**Purpose:** To ensure diverse community sector input to the coalition.

**Description:** Representatives from local government; law enforcement; education; youth; parents; faith community; business community; youth serving organizations; health care; human services; civic organizations; prevention/treatment/aftercare; senior citizens; media; and other identified community sectors.

**Process:** Candidates are nominated to the Mayor by the Youth Task Force Executive Committee and appointed by the Mayor and City Council.

**Qualifications:**
- Demonstrates interest and action for youth issues
- Has good communication skills
- Able to take individual initiative, follow through on projects, and work as part of a team
- Is not listed on the child abuse or sexual registry
- Has not been convicted of a felony

**Responsibilities:**
- Attend Youth Task Force orientation and other educational opportunities as requested.
- Attend at least one full coalition meeting annually and regularly participate in self-selected Committees, Promise Teams, Project Groups, and/or Work Groups throughout the year.
- Advocate for youth and community issues and share relevant information within their sphere of influence.
- Serve as Youth Task Force representatives to other groups as appropriate.

**Term:** Appointed members serve a three year term and may serve as many terms as agreed upon by the member and the Executive Committee.

**Termination:** The Executive Committee may vote to terminate status an individual appointed member if:
- The member does not consistently attend meetings and/or participate in projects.
- The member’s employment no longer allows time for participation.
- The member’s personal situation changes and they will no longer be able to meet membership requirements.
- At the request of the member.
EXECUTIVE COMMITTEE MEMBERS

Purpose: To provide administrative oversight to the coalition.

Description-Required: Composed of representatives from the three organizations comprising the 28E Agreement establishing the Youth Task Force – City of Mason City, Mason City Community Schools, and Newman Catholic Schools; Chairs and Vice Chairs of the Youth Task Force Mason City High School and Newman Catholic High School Youth Action Teams.

Description-Other: Appointed Member representatives from at least three additional community sectors.

Optional: A youth from Mason City Alternative High School is invited to serve on the Executive Committee.

Process: Membership from the minimum of three additional community sectors is comprised of the Youth Task Force Officers - Chair, Vice Chair, Secretary, and Treasurer - if these positions are not represented by the required members. If one or more of the Youth Task Force Officers are represented by the required members, additional Executive Committee members are identified from among Appointed Members to serve on the Executive Committee and confirmed by Appointed Membership.

Qualifications:
- Demonstrates interest and action for youth issues
- Has good communication skills
- Able to take individual initiative, follow through on projects, and work as part of a team
- Has authority to make decisions and commit resources from within their sphere of influence.
- Passes background check.

Responsibilities:
- Attend Youth Task Force orientation and other educational opportunities as requested.
- Attend at least one annual full coalition meeting and monthly Executive Committee meetings.
- Advocate for youth and community issues and share relevant information within their sphere of influence.
- Serve as Youth Task Force representatives to other groups as appropriate.
- Serve as spokesperson for the Youth Task Force as requested.

Optional:
- Participate in self-selected Committees, Promise Teams, Youth Action Teams, Project Groups, and/or Work Groups throughout the year.

Term:
Youth- Youth members of the Executive Committee may serve a one or two year term, depending on election by their peers as Chair or Vice Chair of their school’s Youth Action Team.
Adult- Adult members serve a three year term and may serve as many terms as agreed upon by the member and the Executive Committee.

Termination: The Executive Committee may vote to terminate status an individual appointed member if:
- The member does not consistently attend meetings and/or participate in projects.
- The member’s employment no longer allows time for participation.
- The member’s personal situation changes and they will no longer be able to meet membership requirements.
- At the request of the member.
CHAIR  
**Purpose:** To lead coalition efforts and facilitate the Executive Committee.  
**Description:** Adult appointed member eligible to serve on Executive Committee.  
**Process:** The Youth Task Force Chair is selected by Executive Committee members.  
**Qualifications:**  
- Same as Executive Committee member and:  
  - Demonstrates leadership skills and experience.  
**Responsibilities:**  
- Same as Executive Committee member and:  
  - Chair full coalition meetings and monthly Executive Committee meetings.  
  - Serve as supervisor for Youth Task Force Director.  
  - Conduct activities of Secretary/Treasurer if they are unavailable.  
**Optional:**  
- Participate in self-selected Committees, Promise Teams, Youth Action Teams, Project Groups, and/or Work Groups throughout the year.  
**Term:** Serves as a three year term and may serve as many terms as agreed upon by the member and the Executive Committee.  
**Termination:** Same as Executive Committee member

VICE CHAIR  
**Purpose:** To fulfill the duties of the Youth Task Force Chair in their absence.  
**Description:** Youth or adult appointed member eligible to serve on Executive Committee.  
**Process, Qualifications, and Responsibilities:** Same as Youth Task Force Chair  
**Guidance:** Historically, the responsibilities of Youth Task Force Vice Chair have alternated annually between the Chair of the Mason City High School and Newman Catholic High School Youth Action Team.  
**Term:** Youth – One or two year term, depending on length of Executive Committee service.  
  Adult – One or two year term.  
**Termination:** Same as Executive Committee member

SECRETARY/TREASURER  
**Purpose:** To monitor fiscal and written records of the coalition.  
**Description:** Adult appointed member eligible to serve on Executive Committee.  
**Process:** The Youth Task Force Secretary/Treasurer is selected by Executive Committee members.  
**Qualifications:**  
- Same as Executive Committee member and:  
  - Understanding of grant and program management.  
**Responsibilities:**  
- Same as Executive Committee member and:  
  - Review and sign all purchase requisitions.  
  - Review all grant proposals and progress reports.  
  - Monitor minutes from Executive Committee, full coalition meetings and other coalition documents.  
**Optional:**  
- Participate in self-selected Committees, Promise Teams, Youth Action Teams, Project Groups, and/or Work Groups throughout the year.  
**Term:** Serves a three year term -may serve as many terms as agreed upon by the member and the Executive Committee.  
**Termination:** Same as Executive Committee member
HIGH SCHOOL YOUTH ACTION TEAM MEMBER

Overall Purpose: To ensure youth leadership, input, and participation in the coalition.
Self-Developed Purpose: To empower youth with opportunities to take action for a better tomorrow!

Description: Youth volunteers from Mason City, Newman Catholic, and Mason City Alternative High School.
Process: Any student may sign up at their school to volunteer on Youth Action Teams.

Qualifications:
- Demonstrates interest and action for issues impacting youth and the community.
- Is willing to develop or has good communication skills.
- Is willing to take individual initiative, follow through on projects, and work as part of a team.

Responsibilities:
- Attend Youth Task Force orientation and other educational opportunities as requested.
- Attend scheduled Youth Action Team meetings during the school year and other meetings as self-selected/requested throughout the year.
- Recruit other youth for projects and initiatives.
- Co-facilitate Middle School Youth Action Teams with Youth Task Force staff
- Demonstrate responsibility through updating/communicating with Youth Task Force staff and/or Youth Action Team Chair about obstacles to participation in meetings or projects.
- Advocate for youth and community issues and share relevant information within their sphere of influence.
- Serve as Youth Task Force representatives to other groups as appropriate.
- Serve as spokesperson for the Youth Task Force as requested.

Optional:
- Participate in self-selected Committees, Promise Teams, Youth Action Teams, Project Groups, and/or Work Groups throughout the year.

Term: Annual
Termination: Youth Action Team Chairs may terminate individual member participation for consistent failure to meet member responsibilities.

YOUTH ACTION TEAM CHAIR

Purpose: To serve as lead spokesperson and facilitate Youth Action Team meetings at their school.
Description: Youth Action Team volunteer
Process: Elected annually by Youth Action Team members at each school.
Qualifications: Same as Youth Action Team members.
Responsibilities: Same as Youth Action Team members and
- Facilitate Youth Action Team meetings at their school
- Attend monthly Executive Committee meetings and full coalition meetings.

Term: Annual

YOUTH ACTION TEAM VICE CHAIR

Purpose, Description, Process, Qualifications, and Term: Same as Youth Action Team Chair
Responsibility: Same as Youth Action Team members and attends Executive Committee meetings monthly / fulfills duties of Chair in their absence.
PROMISE TEAM MEMBER

Process: Individuals self-select to volunteer on the Promise Team.

Qualifications:
- Demonstrates interest and action for youth issues.
- Has good communication skills.
- Able to take individual initiative, follow through on projects, and work as part of a team.
- Passes background check

Responsibilities:
- Attend Youth Task Force orientation and other educational opportunities as requested.
- Attend Promise Team meetings and other meetings as self-selected/requested throughout the year.
- Advocate for youth and community issues and share relevant information within their sphere of influence.
- Serve as Youth Task Force representatives to other groups as appropriate.
- Serve as spokesperson for the Youth Task Force as requested.
  
  Optional:
  - Participate in self-selected Promise Team Project Groups.

ACTIVITY-ALL TEAMS: Needs assessment; initiative/project design to fill gaps/meet needs/overcome obstacles; resource identification and linkage for project group development; monitoring of implemented initiatives/projects; community messaging related to focus areas.

Term: No set limit.
Termination: The Promise Team Leader may terminate status an individual appointed member, after discussing the termination with the Team if:
- The member does not consistently attend meetings and/or participate in projects.
- The member’s employment no longer allows time for participation.
- The member’s personal situation changes and they will no longer be able to meet membership requirements.
- At the request of the member.

PROMISE TEAM LEADER

Purpose: To serve as Promise Team lead spokesperson and facilitate Promise Team meetings.
Description: Youth or adult volunteer
Process: Elected by Promise Team members.
Qualifications: Same as Promise Team members.
Responsibilities: Same as Promise Team members and:
- Facilitate Promise Team meetings
- Report annually to Executive Committee and full coalition.

Term: Annual
Termination: At the request of the member.
PROJECT GROUP

Purpose: To research, develop, implement, and evaluate specific projects identified by Promise Teams, Youth Action Teams and Committees.

Description: Composed of representatives from community sectors and organizations identified as relevant to the project by Promise Teams, Youth Action Teams, and/or Committees.

Process: Identified representatives are contacted by staff and/or volunteers and asked to serve on the Project Group.

Qualifications:
- Demonstrates interest and action for youth issues
- Has good communication skills
- Able to take individual initiative, follow through on projects, and work as part of a team
- Brings knowledge and resources of the project area to the table.
- Has authority to make decisions and commit resources from within their sphere of influence.
- Is willing to commit the time and energy needed to successfully complete the project.

Responsibilities:
- Involve appropriate community resources in planning and delivering the project.
- Develop goals, objectives, and outcomes for the project.
- Develop timeline, recruitment plan, schedule, and evaluation for the project.
- Select project lead or subcontractor(s).
- Recruit project participants.
- Conduct or monitor delivery of the project.
- Review project evaluation and make recommendations for modifications, continuation, or discontinuation.
- Report to Promise Team or Committee.

Term: Determined by length of project.
INDIVIDUAL ACTIVITY OR EVENT VOLUNTEER

**Purpose:** To provide assistance with one-time training, community input activity, or special event.

**Description:** Youth and adults willing to assist on a short-term basis.

**Process:** Group membership is open.

**Qualifications:**
- Follows through on commitments
- Has good communication skills
- Able to take individual initiative and work as part of a team

**Responsibilities:**
- Monitor email, text, and Facebook for updates
- Keeps staff updated on any changes to schedule availability
- Assist with activity as assigned
- Project a positive image of the Youth Task Force and the community

**Term:**
- No set limit
Description: The volunteer will assist Youth Task Force staff with development, data input, and analysis related to community and project pre/post-surveys. They will assist in updating the community needs assessment using data from internet sources and reports. They may be involved in participatory research activities such as focus groups and input sessions out in the community. Some tasks may be able to be conducted from home. Others will be required to be completed at the Youth Task Force office.

Note on Youth Task Force office: The Youth Task Force office is located on the second floor of Music Man Square. An elevator and stairway are available to access the office. A computer, necessary supplies, and individual work space will be supplied for the volunteer.

Time Commitment: 120 hours annually (Estimate)
- 30 hours total Sept.-Jan., 30 hours total April-June, and 10 hours total July-Aug. for survey work.
- 40 hours throughout the year for needs assessment data update
- 20 hours in participatory research input activities throughout the year

Qualifications:
- Experience using Microsoft Office programs with emphasis on Excel/Word and standard office equipment
- Experience using the internet to research data
- Experience or ability to learn calculations related to data change
- Experience with or ability to learn Survey Monkey on-line survey tool
- Good written and verbal communication skills
- Strong organizational skills
- Strong attention to detail
- Able to maintain confidentiality of information
- Able to take individual initiative, follow through on projects, and work as part of a team
- Has a valid driver’s license and reliable transportation or if does not have a driver’s license, is able successfully demonstrate arrangements for reliable transportation
- Is not listed on the child abuse or sexual abuse registry
- Has not been convicted of a felony

Responsibilities:
- Attend Youth Task Force orientation
- Enter responses from paper surveys into Excel spread sheet and calculate totals and percentages
- Set up on-line Survey Monkey surveys from written documents supplied and download responses into Excel spread sheets
- Transfer data from internet sources into Excel spread sheets
- Assist Youth Task Force Director in incorporating data results into reports and other documents
- Take notes at focus groups and input meetings and constructs documents from notes

Supervision: Tasks will be assigned primarily by the Youth Task Force Director, but other staff may utilize the skills of the volunteer as well. Primary support and supervision for the volunteer will be provided by the Youth Task Force Administrative Coordinator.
Description: The volunteer will assist Youth Task Force staff with daily operations at their office. They will serve lead person in answering the telephone and greeting visitors. A friendly and neat appearance is a must in this role. Jeans are acceptable on most days. Business casual dress may be required on some days. This person will assist staff by printing documents, making copies, organizing materials, compiling document packets, doing mailings, and other clerical duties. They will also assist in keeping office spaces clean and neat and may be asked to help prepare for meetings and events.

Note on Youth Task Force office: The Youth Task Force office is located on the second floor of Music Man Square, but meets ADA requirements. An elevator and stairway are available to access the office. A computer, necessary supplies, and individual work space will be supplied for the volunteer.

Time Commitment: Office hours are from 8:30-4:30, Monday-Friday, but volunteers will not be asked to commit to a full 40 hour week as a requirement for filling this position.

Qualifications:
- Experience using Microsoft Office programs with emphasis on Excel/Word is a benefit
- Experience with standard office equipment is preferred
- Experience using the internet is beneficial
- Strong verbal communication skills are needed
- Strong organizational skills are needed
- Attention to detail is a plus
- Must be able to maintain confidentiality of information
- Able to take individual initiative, follow through on projects, and work as part of a team
- Has a valid driver’s license and reliable transportation or if does not have a driver’s license, is able successfully demonstrate arrangements for reliable transportation
- Is not listed on the child abuse or sexual abuse registry
- Has not been convicted of a felony

Training
Youth Task Force organizational and procedural orientation will be provided by staff for the volunteer.

Supervision: The Administrative Coordinator will provide direct supervision for this volunteer position.
Martha Hendrikson
Administrative Coordinator
Mason City Youth Task Force
308 S. Pennsylvania Ave.
Mason City IA 50401
PH: 641-421-2708
Email: mhendrikson@masoncity.net
The Youth Task Force uses several different models as we seek to make change in the community. All of these models are inter-connected. The person conducting your orientation will go over the models with you during your in-person visit.

**COMMUNITIES THAT CARE RISK FOCUSED MODEL** – This model is used to measure community risk and protective factors for our work. Data is gathered under each of the risk factor indicators during our assessment process. Trends in this data are used to measure change. The model was developed by Dr. Hawkins and Dr. Catalano from Seattle, WA and is used by the majority of Youth Task Force grant funders.

**POSITIVE YOUTH DEVELOPMENT ASSET BUILDING MODEL** – This model measures positive youth developmental Assets – 40 building blocks that young people need to grow into healthy, caring, productive adults. Data is gathered under each of the Assets during our assessment process. Trends in this data are used to measure change. The model was developed by Search Institute, Minneapolis, MN and is incorporated into several national initiatives.

**STRATEGIC PREVENTION FRAMEWORK** – This model provides the overall process we use to conduct our work. The model was developed by the Substance Abuse and Mental Health Administration and is similar to many other implementation models used across the country.

**AMERICA’S PROMISE TO YOUTH MODEL** – This model was developed by the National Alliance for youth and is used as our organizational model for community mobilization.
## Communities That Care Model
### Risk Factor Matrix

<table>
<thead>
<tr>
<th>Community</th>
<th>Substance Abuse</th>
<th>Delinquency</th>
<th>Teen Pregnancy</th>
<th>School Drop-Out</th>
<th>Violence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Availability of Drugs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Availability of Firearms</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Laws &amp; Norms Favorable Toward Drug Use, Firearms, &amp; Crime</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media Portrayals of Violence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Transitions and Mobility</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low Neighborhood Attachment and Community Disorganization</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extreme Economic Deprivation</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td><strong>Family</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family History of the Problem Behavior</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Family Management Problems</td>
<td></td>
<td></td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Family Conflict</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Favorable Parental Attitudes &amp; Involvement in the Problem Behavior</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td><strong>School</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Early &amp; Persistent Antisocial Behavior</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Academic Failure Beginning in Elementary School</td>
<td></td>
<td></td>
<td>✔</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Lack of Commitment to School</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Individual/Peer</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alienation &amp; Rebelliousness</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friends Who Engage in the Problem Behavior</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Favorable Attitudes Toward the Problem Behavior</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Early Initiation of the Problem Behavior</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Constitutional Factors</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[www.ncadi.samhsa.gov/features/ctc/](http://www.ncadi.samhsa.gov/features/ctc/)
### 40 Developmental Assets® for Adolescents (ages 12-18)

**Search Institute** has identified the following building blocks of healthy development—known as Developmental Assets—that help young people grow up healthy, caring, and responsible.

#### Support
1. Family support—Family life provides high levels of love and support.
2. Positive family communication—Young person and her or his parent(s) communicate positively, and young person is willing to seek advice and counsel from parents.
3. Other adult relationships—Young person receives support from three or more nonparent adults.
4. Caring neighborhood—Young person experiences caring neighbors.
5. Caring school climate—School provides a caring, encouraging environment.
6. Parent involvement in schooling—Parent(s) are actively involved in helping young person succeed in school.

#### Empowerment
7. Community values youth—Young person perceives that adults in the community value youth.
8. Youth as resources—Young people are given useful roles in the community.
9. Service to others—Young person serves in the community one hour or more per week.
10. Safety—Young person feels safe at home, school, and in the neighborhood.

#### Boundaries & Expectations
11. Family boundaries—Family has clear rules and consequences and monitors the young person’s whereabouts.
12. School Boundaries—School provides clear rules and consequences.
13. Neighborhood boundaries—Neighbors take responsibility for monitoring young people’s behavior.
14. Adult role models—Parent(s) and other adults model positive, responsible behavior.
15. Positive peer influence—Young person’s best friends model responsible behavior.
16. High expectations—Both parents and teachers encourage the young person to do well.

#### Constructive Use of Time
17. Creative activities—Young person spends three or more hours per week in lessons or practice in music, theater, or other arts.
18. Youth programs—Young person spends three or more hours per week in sports, clubs, or organizations at school and/or in the community.
19. Religious community—Young person spends one or more hours per week in activities in a religious institution.
20. Time at home—Young person is out with friends “with nothing special to do” two or fewer nights per week.

#### Commitment to Learning
21. Achievement motivation—Young person is motivated to do well in school.
22. School engagement—Young person is actively engaged in learning.
23. Homework—Young person reports doing at least one hour of homework every school day.
24. Bonding to school—Young person cares about her or his school.
25. Reading for pleasure—Young person reads for pleasure three or more hours per week.

#### Positive Values
26. Caring—Young person places high value on helping other people.
27. Equity and social justice—Young person places high value on promoting equality and reducing hunger and poverty.
28. Integrity—Young person acts on convictions and stands up for her or his beliefs.
29. Honesty—Young person “tells the truth even when it is not easy.”
30. Responsibility—Young person accepts and takes personal responsibility.
31. Restraint—Young person believes it is important not to be sexually active or to use alcohol or other drugs.

#### Social Competencies
32. Planning and decision making—Young person knows how to plan ahead and make choices.
33. Interpersonal competence—Young person has empathy, sensitivity, and friendship skills.
34. Cultural competence—Young person has knowledge of and comfort with people of different cultural/ethnic backgrounds.
35. Resistance skills—Young person can resist negative peer pressure and dangerous situations.
36. Peaceful conflict resolution—Young person seeks to resolve conflict nonviolently.

#### Positive Identity
37. Personal power—Young person feels he or she has control over “things that happen to me.”
38. Self-esteem—Young person reports having a high self-esteem.
39. Sense of purpose—Young person reports that “my life has a purpose.”
40. Positive view of personal future—Young person is optimistic about her or his personal future.

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SAMHSA’S STRATEGIC PREVENTION FRAMEWORK
(SPF)

The SPF requires States and communities to systematically:

1. Assess their prevention needs based on epidemiological data,
2. Build their prevention capacity,
3. Develop a strategic plan,
4. Implement effective community prevention programs, policies and practices, and
5. Evaluate their efforts for outcomes

[Link: www.prevention.samhsa.gov]
America’s 5 Promises to Youth

❤️ Caring adults  such as parents, teachers, mentors, coaches and neighbors

🏫 Safe places  that offer constructive activities when young people are not in school

😊 A healthy start  and healthy development

📚 An effective education  that prepares young people for college and work

❤️ Opportunities to help others  through service

www.americaspromise.org