



Submit your application to:  
Community Development Department 5<sup>th</sup> floor  
22 Lincoln St. Hampton, VA 23669  
\*Applications are due by **May 10, 2013** at 4:30 p.m.  
\*Interviews will be held on **May 21, 2013** at 5:30pm

## Youth Planners Job Description

The Youth Planner position is a representation of Hampton's focus on youth and families. The purpose of the position is to ensure the creation of a positive community for Hampton's youngest citizens through youth representation in City employment.

The City of Hampton's Planning Division hires two high school students. These youth are given access to all the same resources as other City Planners. We are looking for one rising Senior and one rising Junior. As the senior graduates, a new Youth Planner is hired.

### The Youth Planners:

- Collect, organize and analyze a wide variety of data related to youth including but not limited to: surveys, census data, focus groups, community forums, etc.
- Provide support to the Hampton Youth Commission, including but not limited to providing staff support to the committees of the Commission.
- Generate creative and practical solutions to problems.
- Have the skills needed to interact effectively with youth and adults.
- Create, update, and implement the Youth Component of the City of Hampton's Community Plan.
- Make regular presentations to the Planning Commission and City Council.
- Represent the City of Hampton in local, regional and national conferences.
- Represent the Planning Division and youth perspective in various ways.
- Attend regularly scheduled meetings including but not limited to staff meetings, Commission work sessions and public meetings, other mandatory meetings.
- Participate in projects not directly related to Youth activities such as parking and neighborhood studies, inventories, etc.

The position requires an intense two-year commitment. Each Youth Planner works approximately 15 hours a week.

**Hourly Pay Rate: \$8.09**



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## Youth Planner Application

If you have any questions, please call Chyna Matheny [cmatheny@hampton.gov](mailto:cmatheny@hampton.gov) (757-728-5225) or James Payne [jpayne@hampton.gov](mailto:jpayne@hampton.gov) (757-728-5226).

All applicants must currently be enrolled in school or homeschooled and be a junior during the 2013-2014 school year. Applicants must also be under the age of 18 and a resident of the City of Hampton. All applicants will be considered regardless of race, color, gender, national origin, or disability.

Name:	
Street Address:	
City:	Zip Code:
Phone Number:	
Email:	
Age:	Date of Birth:
School:	

	<u>Circle one</u>
Do you have a driver's license?	Yes      No
Do you have access to transportation?	Yes      No

**The following two sections require you to use a separate sheet of paper. Please include your name on the top of all attached papers.**

1. Please list your most recent jobs and/or volunteer experiences, including organization and club participation. Include the following information:

Name of business/organization/club	Reason ended (if applicable)
Address of business/organization/club	Average hours per week
Job title/position held	Hourly rate (if applicable)
Start date and end date	Reference name and number

2. Answer at least 3 each of the following questions. Please limit your response to 100 words per response.

- Why you are applying to be a Youth Planner?
- If you are a Youth Planner and you have a work related meeting, but were already scheduled for another activity, what would you do?
- Do you think it is important for youth to work with community/city leaders to improve the City of Hampton? Why or Why not?
- Do you believe the Community Development Department should hire youth as part of their team? Why or Why not?

- In your opinion, what is the most critical issue facing youth in your school, your neighborhood, or the city as a whole?

***I hereby certify that the information I have given is true and correct to the best of my knowledge. I understand that the provision of false information may disqualify me. I authorize the release of this information for verification purposes and understand it will be used to process my application for employment.***

Applicant Signature:	Date:
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