

# TAC Adult Facilitator Job Description



TAC--The Teen Advisory Committee (now in excess of 1500 registered members) is a youth-based organization that is dedicated to developing future community and government leaders, and teaches that community service is not optional but rather a necessary and integral component of being a leader in life. TAC members **DO GOOD!** in their community by responding to community requests for help. TAC also meets as a group every other month at Town Hall where leadership development principles are demonstrated and taught.

TAC adult facilitators are responsible for guiding and assisting the TAC members as they seek to achieve their goals. Among other things, they teach leadership development principles, coordinate the annual TAC meeting schedule, assist with the annual election process for TAC Executive Board members, and provide the teens with guidance as they determine their initiatives each year.

The time commitment can, at times, be substantial, but generally is just a couple of hours each month.

## **Knowledge (What does a TAC facilitator need to know?)**

1. Knowledge of effective coaching/teaching leadership development practices.  
Knowledge of Marlboro Township's government committees.

## **Skills (What skills does a TAC facilitator need?)**

1. Daily access to a computer for e-mails; word processing; internet savvy.
2. Effective communication skills; business writing and verbal skills.
3. Good time management and organizational skills.
4. Presentation/public speaking skills; capable of leading meetings and having one to one and group discussions with teen agers and adults.
5. Ability to coordinate meetings and conference calls when needed.
  - a. Bi monthly TAC at large meetings
  - b. Bi monthly TAC Executive Board pre meetings
6. Willingness and ability to promptly respond to town requests for TAC assistance.
7. Scheduling skills

## **Abilities (What abilities does a TAC facilitator need?)**

1. Ability and willingness to learn new things and keep an open mind.
2. Interest in having a positive impact on local community and others.
3. Ability to work as a team player.
4. Comfortable with change.
5. Ability to communicate respectfully to diverse ages, personalities and people.
6. Ability to communicate and work with local Marlboro Township staff to prepare for bi monthly TAC meetings.

## **Others (e.g., Personality factors)**

- |                 |               |
|-----------------|---------------|
| 1. Enthusiastic | 6. Candid     |
| 2. Dedicated    | 7. Respectful |
| 3. Reliable     | 8. Firm       |
| 4. Empathic     | 9. Inspiring  |
| 5. Honest       |               |