



The Oakland Fund for Children and Youth  
City of Oakland, Human Services Department



**POSITION DESCRIPTION**

**Youth Member, Planning and Oversight Committee**

The City of Oakland seeks energetic, community-orientated youth members for the Planning and Oversight Committee (POC) of the Oakland Fund for Children and Youth (OFCY). This important Committee decides how to allocate 3% of the City's unrestricted general fund revenues to support Oakland's children and youth. The Committee is made up of 17 members appointed by the Mayor and City Council, at least 8 of whom are youth.

OFCY funded services focus on four legislative goals to: Support the healthy development of young children; Help children and youth succeed in school and graduate high school; Prevent and reduce violence, crime and gang involvement among children; and Help youth transition to a productive adulthood. For more information, please visit OFCY's website: [www.ofcy.org](http://www.ofcy.org).

**POC Youth Member Responsibilities:**

- Attend monthly POC meetings (1<sup>st</sup> or 3<sup>rd</sup> Wednesday of each month, 6 p.m. to 9 p.m.; intermittently there may be more frequent meetings)
- Serve on at least one POC subcommittee
- Read handouts before each meeting so you are prepared to participate
- Help select grantees each funding cycle
- Report to City Council Members and/or Mayor on your work
- Help recruit additional youth and adult members for the POC

**POC Youth Member Benefits:**

- A chance to participate in local government and influence how the City spends 3% of the City's unrestricted general fund revenues on children and youth services in Oakland
- Meals provided at all meetings and retreats
- Free training and opportunities
- Looks great on your resume or college application

**POC Youth Member Requirements:**

- 14 – 20 years old
- Live in Oakland
- Ability to consistently attend POC meetings
- Enjoy reading and learning

**How to Apply:**

Please send an electronic copy of your resume/CV to [ofcy@oaklandca.gov](mailto:ofcy@oaklandca.gov) to be forwarded to Council staff for review and appointment. Additionally, fill out and complete the online application form on the City of Oakland Boards and Commissions website at:

<https://www.oaklandca.gov/services/boards-and-commissions-index/apply-to-boards-and-commissions>

- Select Children's Fund Planning and Oversight Committee from the list on the left
- Click on the green button labeled Apply