

Fact Sheet

Technical Assistance Pool (TAP)

Overview

With over 20 years as a leading resource for youth development and Prevention Capacity building, the Youth Leadership Institute is looking for a number of consultants skilled in the use of presentation, interactive training, group facilitation, content and product development. Members of the FNL Office of Education, Training and Research' Technical Assistance Pool (ORET-TAP) will provide specialized theoretical and practical knowledge to clients through current research, instruments, and best practices of community and youth development. Technical assistance requests may involve working on-site with a client as well as working as part of a larger development team. This work will involve a varied mixture of engagements lasting anywhere from a few hours to a number of days or weeks.

Please note that the TAP is a consulting service with a high emphasis on knowledge transfer to our clients. Members of the TAP will be expected to travel to and from sites of service (if applicable).

Qualifications

Qualified TAP members must have either a Bachelors Degree, enrolled in an educational enhancement program at time of application, or equivalent years of field work experience, with at least two years in a teaching and/or training capacity. TAP members must also possess proficient knowledge of current community and youth development research, as well as practical applications and resources for delivery.

Requirements

Membership within TAP requires the following:

- Strong oral and written communication skills.
- Strong attention to detail and ability think analytically when problem solving.
- Strong working knowledge of community and youth development theory and applications.
- Strong ability to operate as an engaging and supportive member of a training collective.
- Strong ability to manage multiple projects while quickly adapting to changing client requirements.

Responsibilities

Delivering training and/or technical assistance to diverse clients of the Youth Leadership Institute, in particular the Friday Night Live Partnership. Members of the TAP will maintain quality communication with the Youth Leadership Institute in order to maximize standard of service, and client satisfaction. For additional information, refer to the TAP Scope of Services.

Reporting Structure

Members of the TAP will report Senior staff of the Youth Leadership Institute based on assignment.

Scope of Services

Understanding Technical Assistance Subject Matter

It is the responsibility of each member of the TAP to ensure that they understand the training that they are to deliver. TAP members will be expected to develop this understanding through briefings from the Youth Leadership Institute or other trainers, observing training sessions, individual research in their own time, and through any networking opportunities made available to them.

Technical Assistance Design & Delivery

Members of the TAP are expected to work in conjunction with the Youth Leadership Institute and the perspective and the client in designing and delivering the technical assistance requested. The delivery of this information can come in a variety of formats, including instruments, tools, activities, experiences, publications, etc.

Technical Assistance Evaluation

Members of the TAP are expected to work in conjunction with the Youth Leadership Institute and the client in designing and implementing the method of evaluation of the technical assistance requested. This method can be in a variety of delivery formats, including surveys, focus groups, questionnaires, etc.

Technical Assistance Reporting

Members of the TAP will be responsible for providing a formal invoice of services rendered following their completed delivery of technical assistance. Additionally, members of the TAP will be required to provide a brief report detailing the training or TAS along with future recommendations. This reporting must be completed within thirty (30) days of the completed service date.

Technical Assistance Attendance

Members of the TAP will be responsible for ensuring that they arrive at every training or technical assistance session on time, with all the necessary equipment in proper working order. This includes: all technical assistance resources, evaluation tools, activity supplies, and any other required equipment.

Standards Of Conduct

Members of the TAP will, at all times, by word and deed, portray a positive image of the Youth Leadership Institute. Members of the TAP will also set high standards of integrity, punctuality, accuracy, politeness, and professionalism by personal example.