



Youth Volunteer Corps Program Director Omaha, NE –Summer 2020

[Youth Volunteer Corps](#) (YVC) in Omaha is a youth service program for young people ages 11-18. It is part of an international network dedicated to creating volunteer opportunities to address community needs and inspiring youth for a lifetime commitment to service

Position Summary: YVC seeks a youth development professional to serve as the inaugural program director of YVC in Omaha throughout the 2020 program year (now through August 2020). The program director will work collaboratively with the YVC Headquarters (YVCHQ) team to plan, recruit for, and supervise youth volunteers at meaningful service-learning projects. The program director reports to YVCHQ's Director of Program Impact.

Training is provided for all duties and responsibilities along with resources to support these activities such as service-learning curriculum, data collection software, icebreaker collections, project ideas, marketing materials, direct support, and more!

***This is a flexible role based on the availability and preference of the selected candidate.
Open and clear communication with the YVCHQ is expected.***

Depending on your desire, the following five responsibilities may be carried out 1) completely by you, 2) partially by you and partially the team at YVCHQ, or 3) completely by the YVCHQ team.

- Plan meaningful service-projects at a variety of nonprofit agencies such as food banks, homeless shelters, community kitchens, etc. School-year projects are scheduled on Saturdays, after-school, on school holidays, etc. Summer projects occur throughout June and July and are typically Monday-Thursday, with hours varying based on agency needs.
- Design projects to include icebreakers, service-learning, and reflection.
- Conduct outreach to local nonprofits, civic clubs, city councils, and other community supporters to engage interest in YVC.

Required responsibilities:

- Recruit ~10 youth ages 11-18 to participate in each YVC project.
- Supervise projects to ensure a safe, educational, fun, and rewarding volunteer experience while acting as a role model for youth. Adhere to YVC's Youth Protection Policy.
- Meet with agency partners, serve as a liaison between agencies and youth, and facilitate the YVC program model onsite.
- Communicate clearly and effectively with parents/guardians before, during, and after projects about program activities, youth behavior, and schedule changes.
- Collect complete and accurate data of project activities and youth volunteer involvement in a timely manner.
- Help plan and attend a volunteer recognition event at the end of the summer for youth volunteers, parents, agencies, and other community supporters.
- Attend all required orientations, trainings, and evaluations (dates based on availability).
- Participate in virtual team meetings with YVCHQ and other YVC program directors to regularly communicate questions, concerns, and accomplishments.

Minimum Qualifications:

- Be a U.S. citizen or a U.S. permanent resident
- Pass all background checks and adhere to YVC's Youth Protection Policy
- Be available for required schedule commitments:
 - Provide timely and comprehensive communication with YVCHQ
 - Attend training days with YVCHQ
 - Supervise scheduled projects throughout the program year (now through 8/31/2020)
 - Attend virtual staff meetings with YVCHQ
 - Attend scheduled evaluation sessions with YVCHQ
- Have basic computer knowledge, technology, and data management skills
- Own a reliable vehicle and valid driver's license
- Have experience volunteering and/or working with youth ages 11 to 18
 - *Bilingual candidate preferred*

The ideal program director has:

- The ability to communicate with both youth and adults from any background, with an emphasis on relationship building and creating an inclusive environment
- A strong personal ethic of service and familiarity with community's unmet needs and the agencies working to address them
- A knowledge of service-learning, project-based learning, or the ability to create a learning opportunity in any environment
- A sense of urgency driving organization and reliability with resiliency to ambiguity
- An outgoing, independent attitude with a passion and priority for helping youth succeed

Compensation:

This is an hourly position. Compensation for this position is \$13.50/hour.

- Hours of project supervision depend on projects scheduled for the program. Program directors are expected to arrive at least 30 minutes prior to the project start, stay on site for the duration of the project, and remain until all youth have been pick up by parents/guardians (up to 30 minutes after the project ends). Project hours depend on schedule.
 - YVC aims to host 4 week-long projects during June or July 2020. A flexible schedule is required.
- Hours spent not directly supervising projects are determined on a case-by-case basis, based on involvement in recruitment, project planning, and community outreach.
- Projects may occasionally be cancelled due to low youth registration, agency needs, extreme weather, or other unexpected factors. Compensation is not provided for cancelled projects. However, YVCHQ will make every effort to reschedule cancelled projects when possible. In the event that projects cannot be rescheduled, other YVC-related work may be offered during that time in an effort to be consistent with projected hours and related pay.
- Compensation is paid semi-monthly on the 15th and 31st of each month after signed timesheets are submitted for the prior semi-monthly period.
- Project supplies are generally provided by YVC's partner agencies. Cost of supplies will be reimbursed on a case-by-case basis, with pre-approval of purchases required.

Please send your resume and cover letter to amoser@yvc.org. Please highlight experience working with youth, your availability, and why this position is one you desire. **Deadline: March 1, 2020**