



## ***Youth Volunteer Corps Team Leader Wichita, KS- Summer 2020***

[Youth Volunteer Corps](#) (YVC) in Wichita 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 a Team Leader for YVC in Wichita for its 2020 summer program. The Team Leader works collaboratively with the YVC Headquarters (YVCHQ) and the local Program Director team to supervise youth volunteers at meaningful service-learning projects. Team Leaders report to the Wichita YVC Program Director.

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!

### ***Responsibilities:***

- Supervise a team of youth on projects ensuring a safe, educational, fun, and rewarding volunteer experience while acting as a role model. Adhere to YVC's Youth Protection Policy.
- Meet with YVC agency partners as needed to finalize service-learning projects, serve as a liaison between agencies and youth, and best 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.
- 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 flexible depending on schedule).
- Participate in team meetings to regularly communicate questions, concerns, and accomplishments.

### ***Minimum Qualifications:***

- Be a U.S. citizen or a U.S. permanent resident
- Have experience volunteering and/or working with youth ages 11 to 18
- Be available for required schedule commitments:
  - Provide timely and comprehensive communication
  - Attend training days
  - Supervise scheduled projects throughout program year (6/1 – 7/31)
  - Attend weekly staff meetings
  - Attend scheduled evaluation sessions
- Have basic computer knowledge and data management skills
- Own a reliable vehicle and valid driver's license
- Pass all background checks and adhere to YVC's Youth Protection Policy

***The ideal team leader 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
- Flexibility in summer work schedule to meet program and site needs

***Compensation:***

**This is an hourly position.** Compensation for this position is \$11/hour.

- Hours of project supervision depend on projects scheduled for the program. Team leaders 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 schedule 6-8 week-long projects for this Team Leader position. Week-long projects are generally Monday through Thursday, 9am-3pm but vary based on site needs and project schedule. Flexible work availability is necessary for this position.
- Additional non-supervision hours for data entry, project preparation, and team meetings are dependent on the project schedule.
- 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.
- Compensation will be paid semi-monthly on the 15<sup>th</sup> and 31<sup>st</sup> 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 by April 1, 2020 to Shawna Peters at [yvcwichita@gmail.com](mailto:yvcwichita@gmail.com).**

Please highlight experience working with youth, your availability, and why this position is one you desire.