YOUTH VOLUNTEER CORPS
POSITION DESCRIPTION

Program Director – YVC in Lawrence and Topeka  October 2020

Summary: The part-time program director manages the Youth Volunteer Corps in Lawrence and Topeka, working closely with the affiliate team to deliver the highest-quality programs possible. The program director will lead program planning, project supervision, and recruitment efforts as well as assist in other elements of program management as capacity allows. YVC in Lawrence and Topeka operate as two separate programs and this position will provide leadership to both communities.

Employee Status: This position is an hourly, non-exempt position

Hours: This position is part-time, with an expectation of 20 hours per week, including limited weekday evenings (typically between 4-6 pm) and approximately 1-2 Saturdays a month (typically ~5 hours each).

Reporting Roles: Reports to Amanda Moser, director of program impact. No current direct reports.

Budget Authority: All purchases must be pre-approved through director of program impact. 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.

Responsibilities: The focus of this position will be planning, implementing, and evaluating high-quality service-learning programming on a year-round basis. The program director’s overall goal is to provide strategic leadership to the Lawrence and Topeka programs, ensuring quality, stability, and growth. Duties include but are not limited to:

Program Management
• Plan meaningful service-projects at a variety of nonprofits. Provide project supervision throughout the program year, working alongside youth volunteers, acting as liaison between agency and youth and ensuring a safe, educational, fun and rewarding youth volunteer experience.
  o 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.
• Ensure structured project activities are incorporated into program design, including icebreakers, team builders, service-learning, reflection, and skill development.
• Conduct outreach to local nonprofits, civic clubs, city councils, and other community supporters to engage interest in YVC.
• Meet with agency partners, serve as a liaison between agencies and youth, and facilitate the YVC program model onsite.
• Ensure ongoing efforts to recruit new and diverse youth through direct community outreach.
• Ensure youth voice and community input by building, supporting, and engaging Youth and Community Advisory Boards.
• Oversee planning of other events, including, signature projects, fundraisers, and recognition events.

Leadership and Administrative
• Work with director of program impact to set and track progress toward annual program goals, ensuring accurate record keeping.
• Establish and maintain relationships with youth volunteers, parents, and other community partners, and ensure accurate, timely, and consistent communication is prioritized; Manage program communication include phone, email, and other channels of communication.
• Complete and record accurate documentation of project activities and youth volunteer performance in Ydat (YVC’s volunteer database management system) as required in a timely manner.
- Complete project reporting and administer youth surveys.
- Assist in fulfilling reporting requirements for funders. Ensure funder requirements are met.
- Assist with marketing as needed including familiarity with social media management, contributing to written content, and conducting media outreach to promote events and request coverage for high-profile projects.
- Hire, supervise, and support additional program staff as needed.

**Other**

- Participate in YVC network activities such as the annual Summit conference.
- Act as a role model for youth volunteers.
- Be an advocate for youth and the service they are providing.
- Attend relevant workshops, seminars, webinars and conferences and apply information as appropriate.
- Attend all required YVC training and recognition events.
- Any other duties as assigned by director of program impact.

**Minimum Qualifications:**

- Experience working with and popularity among youth ages 11 to 18
- Availability for required schedule commitments:
  - Attend training days with YVCHQ
  - Supervise scheduled projects throughout the program year
- Basic computer knowledge, technology, and data management skills
- Ability to reliably travel to projects, meetings, and local commitments. Limited travel to Kansas City possible.
- Excellent written and verbal communication skills, with emphasis on the ability to communicate with people from a variety of backgrounds, including at-risk youth
- A strong personal ethic of service and familiarity with community’s unmet needs and the agencies working to address them
- Good judgement, strategic thinking, creativity, and resilience
- Consistently high level of initiative and comfort with ambiguity
- Be a U.S. citizen or a permanent resident alien
- Pass all background checks and adhere to YVC’s Youth Protection Policy

**The ideal program director has:**

- An outgoing, independent attitude with a passion and priority for helping youth succeed
- Experience implementing culturally competent youth programming, with an emphasis on relationship building and creating an inclusive environment for underserved populations (including youth with mental illness, youth living with disabilities, refugees, other marginalized populations)
- Experience in education, a knowledge of service-learning/project-based learning, or the ability to create a learning opportunity in any environment
- Experience in management, supervision, or leadership with a strong desire to develop others
- A sense of urgency driving organization and reliability with an appropriate balance between confidence and humility

**Compensation:** This is an hourly position. Compensation for this position is $13 - $14.50/hour commensurate with experience and perceived job fit. Compensation is paid semi-monthly on the 15th and 31st of each month after signed timesheets are submitted for the prior semi-monthly period.