Summary: The full-time program director manages all facets of the Youth Volunteer Corps in St. Louis, working closely with the affiliate team to deliver the highest-quality program possible. The program director will lead program planning, project supervision, marketing, and recruitment efforts as well as assist in fundraising, community outreach, and other elements of program management.

The program in St. Louis is a new program in the YVC network. With help from the YVC Headquarters team in Kansas City, you will be responsible for its launch! This requires a high level of initiative and the ability to develop action steps in order to achieve program goals.

Employee Status: This position is a salaried, exempt position

Hours: This position is full-time, with an expectation of 40 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 St. Louis program, 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.
  - 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 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.

Assist with fundraising as needed including contributing to funding applications, participating in funder meetings, conducting funding searches, and more. Assist in fulfilling reporting requirements for funders. Ensure funder requirements are met.

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 and Benefits: Salary will be commensurate with experience and perceived job fit. This position is given three weeks paid time off, plus 14 paid holidays per year (see employee handbook for details.) Benefits of $350/month are provided toward self-directed benefits of your choosing. Compensation is paid semi-monthly on the 15th and 31st of each month after signed timesheets are submitted for the prior semi-monthly period.