Youth Volunteer Corps
Program Director – Lawrence and Topeka

Do you love working with youth? Are you an independent, creative, inclusive leader? Do you have an entrepreneurial spirit but can ask for help when needed? YVC is looking for diverse candidates to lead our programs in Lawrence and Topeka!

Youth Volunteer Corps (YVC) is an international network of youth development programs headquartered in Kansas City, MO. YVC engages youth ages 11 to 18 in volunteer opportunities that address community needs and inspire youth for a lifetime commitment to service. Over 300,000 YVC youth volunteers have served over 5 million hours since 1987.

Position Summary: As the program director, you’re responsible for leading YVC programs in Lawrence and Topeka. With support from the Kansas City-based YVC Headquarters team, you’ll spend your day creating opportunities for youth to serve and lead. This looks like setting up service projects with nonprofit agencies and building relationships with schools. You’ll connect with youth about the community needs they want to meet. You’ll email parents/guardians, post to social media, and serve alongside youth who are volunteering. The ideal candidate will bring passion for young people, a vision of community change, and a resilient spirit. The program director reports to YVCHQ’s Program Impact Manager.

YVC in Lawrence and Topeka operate as two separate programs and this position will provide leadership to both communities. You will plan, lead, and recruit for service projects in both cities. We know this sounds like a lot, but we’ll show you how to make it happen! YVCHQ provides training and resources to support these activities. This includes service-learning curriculum, data collection software, icebreaker collections, project ideas, marketing materials, direct support, and more!

Location and Culture: This is a part-time, permanently remote position. You’ll receive regular, ongoing support via video meetings, calls, chats, birthday cards, memes, links to funny videos, and from more your Kansas City-based team and peers from the YVC network. The YVC team believes that youth are truth tellers, change makers, and justice seekers.

Primary Responsibilities:
- Plan and supervise service projects for teams of youth at nonprofit agencies in Lawrence and Topeka.
- Recruit youth ages 11-18 to take part in each YVC project.
- Communicate with parents/guardians before, during, and after projects.
- Assist with marketing as needed including social media management and media outreach.
- Track and record accurate participant data.
- Be an active member of the YVC team. Attend required orientations, trainings, evaluations, and meetings with YVC Headquarters and other YVC program directors. Regularly communicate questions, concerns, and accomplishments.
- Be a YVC champion. Model good leadership for youth. Demonstrate buy-in. Set goals and meet them.

Desired outcomes:
- Short-term:
  - Build relationships with nonprofits who will be service-learning partners.
  - Talk to lots and lots and lots of youth, parents/guardians, teachers, coaches, and anyone else who works with young people.
Summer 2021: Plan and host 2 week-long service projects in Lawrence and 4 to 6 week-long service projects in Topeka. Lay groundwork for 2021-2022 school year projects.

- Long-term:
  - Build a diverse population of youth who reflect the community and are committed to service.
  - Establish YVC as a source of youth development and volunteer service in eastern Kansas.

**Minimum Qualifications:**

*Note: YVC program directors are the heartbeat of every YVC program. The one thing they have in common is that they all love youth. There’s no such thing as the “perfect” program director. However you identify and whatever your background, please apply if this is a role that would make you excited to come to work every day.*

- Experience working with and building rapport among youth ages 11 to 18
- Availability to supervise scheduled projects in both Lawrence and Topeka
- 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 communication skills with an ability to connect with youth and adults from all backgrounds
- A strong personal ethic of service. Familiarity with community needs and agencies working to address them is a plus
- 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 following qualifications are a bonus but not required:**

- Experience implementing culturally competent youth programming
- Ability to build relationships and create inclusive environments 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 and a balance between confidence and humility

**Compensation:** This position is part-time and the schedule is typically self-directed. PDs can expect to work ~30 hours/week for at least 6 weeks in the summer, with **daytime availability required**. During the school year, projects are scheduled on weekday evenings and weekends and PDs can work up to 20 hours a week. Compensation for this position is $14/hour and compensation is paid semi-monthly on the 15th and 31st of each month after signed timesheets are submitted for the prior semi-monthly period.

Please send your resume and a cover letter to Sydney Slavin at sslavin@yvc.org with “Lawrence/Topeka Program Director” in the subject line. Please highlight specific experience and explain why this position is one you desire. Submissions will be reviewed until the position is filled.

Full job description available [here](#).

YVC is a proud Equal Employment Opportunity Employer. We value all ethnicities, perspectives, and preferences. YVC thrives on diversity, knowing how much it benefits our employees, our youth, and our communities. We are committed to building and supporting a diverse workforce and encourage people from all backgrounds to apply.