



## **Youth Volunteer Corps Team Leader Springfield, MO Summer 2021**

[Youth Volunteer Corps](#) (YVC) in Springfield 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 Springfield during the Summer of 2021 (June 14th - July 23rd, 2021). The Team Leader works collaboratively with the YVC Headquarters (YVCHQ) and the local Program Director to supervise youth volunteers at meaningful service-learning projects. Team Leaders report to their Program Director.

Training and resources (such as service-learning curriculum, data collection software, icebreaker collections, project ideas, marketing materials, direct support, and more) are provided for all duties and responsibilities.

### **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.
- Support the program director in project planning, youth recruitment, and community outreach as needed.
- 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 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
- Pass all background checks and adhere to YVC's Youth Protection Policy
- 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 the program year (June 4 - August 6, 2020)
  - Attend weekly staff meetings
  - Attend scheduled evaluation sessions
- Have basic computer knowledge and data management skills
- Own a reliable vehicle and hold a valid driver's license

***The ideal team leader has:***

- The ability to communicate with both youth and adults from any background, with an emphasis on building relationships and creating an inclusive environment,
- A strong personal ethic of service,
- Familiarity with their 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 strong sense of prioritization, organization, and reliability that does not falter in the face of ambiguity,
- An outgoing, independent attitude,
- A passion for helping youth succeed, and
- A flexible schedule to meet program and site needs.

***Compensation:***

**This is an hourly position.** Compensation for this position is \$12/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 picked up by parents/guardians (up to 30 minutes after the project ends).
  - YVC aims to schedule 4 week-long projects, and/or episodic projects. 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.
- Project supplies are generally provided by YVC's partner agencies. Any purchases made by the Team Leader must be pre-approved. Reimbursement will be provided on a case-by-case basis.
- Team Leaders will be paid 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.

**Please send your resume and cover letter by April 15th to Sandy Anker at [yvcspringfield@gmail.com](mailto:yvcspringfield@gmail.com).**

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