



Program Specialist

August 2021

Do you consider yourself a natural consultant who enjoys helping others problem-solve? Are you enthusiastic about youth service? Are you a strategist with excellent follow-through who would enjoy helping us expand our mission to other organizations?

[Youth Volunteer Corps](#) (YVC) is a network of over 30 youth service programs throughout the U.S. and Canada. We engage youth in team-based service experiences that build life and work skills while inspiring youth for a lifetime commitment to service. Over 300,000 youth have served with YVC since 1987.

As the Program Specialist, you will serve the needs of YVC programs in the U.S. and Canada by training, supporting, and evaluating their programs. You will also help expand the YVC network through the development of new YVC programs in communities that currently don't have a YVC program.

YVC's national headquarters is in a beautifully restored home built in 1874 in the Quality Hill District of downtown Kansas City. Inside this house, you'll find energy, enthusiasm, a supportive team, and loyalty to the idea that youth service can change the world.

Primary Duties and Responsibilities

- **Oversee the operations of current YVC affiliate programs throughout the U.S. and Canada (70% of your time).**
 - Develop and maintain relationships with organizations important to YVC's success.
 - Maintain consistent communication (via phone, email, and site visits) with YVC affiliates, providing ongoing training and support through check-ins, evaluations, resource development, webinars, etc.
 - Troubleshoot problems and assist with solutions for affiliate challenges.
 - Act as a liaison between YVC Headquarters (YVCHQ) staff and affiliates for grants given to affiliates from YVCHQ.
 - Ensure adherence to YVC Program Standards. Maintain a working knowledge of major policy, safety and program issues related to youth service programs. Provide technical assistance for YVC resources.
 - Maintain appropriate documentation for affiliate communication.
- **Lead the growth of the YVC network by developing new affiliates, supporting growth among existing affiliates, and managing tasks associated with YVC's growth initiative. (10% of your time)**
- **Collaborate with other YVCHQ team members by participating in strategic planning discussions or providing assistance and expertise when needed to help accomplish organization-wide goals. Keep the CEO and Director of Affiliate Programming apprised of notable issues and updates. (10% of your time)**
- **Play a major role in planning for the annual YVC conference. (10% of your time)**

Desired Qualifications:

- Bachelor's degree strongly preferred; equivalent experience may be considered.
- At least 2 years' experience in youth development or program management is preferred.
- Sales experience is a plus.

YVC needs someone who has:

- High initiative and self-starting ability
- Highly effective communication skills, both verbal and written

- Strong desire to help and serve others; good customer service
- Top-notch organizational skills and ability to handle multiple priorities
- Learning mindset
- Desire for continuous improvement
- Positive attitude
- Strong ability to coach others and problem-solve
- Strategic thinking ability
- Ability to travel approximately 3-5 times/year for 2-3 days each

Compensation: The range for this position is \$33,000-\$53,000. Salary and job title will be determined based upon experience and perceived job fit.

Benefits: You'll receive 10 paid holidays per year and the full week off between Christmas and New Years' Day paid. You'll also receive three weeks/year Paid Time Off for the first three years, then 4-6 weeks/year PTO as tenure increases. We offer \$0 cost health insurance, employee-paid dental and vision, and retirement that is matched up to 3%.

Work arrangements: After initial onboarding and establishment of relationships, flexible work arrangements including remote work or a hybrid situation are a likely possibility if desired.

Interested? Please submit a letter of interest that highlights how you have demonstrated key qualifications and position duties in the past, along with resume at www.yvc.org/job-application.