



Youth Volunteer Corps Program Director – St. Louis

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 program in St. Louis!

[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 team-based service experiences that build life and work skills while inspiring a lifetime ethic of service. Over 300,000 YVC youth volunteers have served over 5 million hours since 1987.

Position Summary: As the program director, you are responsible for growing and expanding the program in St. Louis, established in the spring of 2021. With support from the Kansas City-based YVC Headquarters team, you'll create opportunities for youth to serve and lead. Your daily tasks will be setting up service projects with nonprofit agencies and building relationships with schools. You'll connect with current and future youth volunteers 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.

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 full-time, permanently remote position. YVC will provide a computer and office supplies for your remote work space. You'll receive regular, ongoing support via video meetings, calls, chats, birthday cards, memes, links to funny videos, and more from 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:

Daily – these responsibilities will represent most of your time.

- Plan and supervise service projects for teams of youth at nonprofit agencies throughout St. Louis.
- Recruit youth ages 11-18 to take part in each YVC project.
- Communicate with parents/guardians before, during, and after projects.

Weekly – these responsibilities generally take between 1-5 hours each week.

- Assist with marketing as needed including social media management and media outreach.
- Assist with fundraising as needed including building relationships and meeting funder requirements.
- Track and record accurate participant data.

Ongoing – these responsibilities happen naturally every day, annually, and/or as needed.

- 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:
 - Establish credibility and trust for YVC as a newer program in St. Louis.

- 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.
- Plan and host enough service projects to meet the need for youth programming in St. Louis.
- Long-term:
 - Generate support locally to sustain the program.
 - Build a diverse population of youth who reflect St. Louis and are committed to YVC service.
 - Establish YVC as a source of youth development and volunteer service in St. Louis.

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 throughout the program year as needed
- 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: The range for this position is \$36,000-\$45,500 and will be dependent upon experience and perceived job fit. This position is full-time with an expectation of 40 hours per week. The schedule is flexible and includes some weekday evenings (typically between 4-6 pm) and approximately 1-2 Saturdays a month (typically ~5 hours each).

Benefits: This position is given three weeks Paid Time Off for the first three years, then 4-6 weeks depending on tenure, plus 10 paid holidays per year and the full week off between Christmas and New Years' Day. We offer \$0 cost health insurance, employee-paid dental and vision, and retirement that is matched up to 3%. Compensation is paid semi-monthly on the 15th and last day of each month after signed timesheets are submitted for the prior semi-monthly period.

Please send your resume, a cover letter, and salary expectations to Sydney Slavin at sslavin@yvc.org with "St Louis 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.