



## YOUTH VOLUNTEER CORPS POSITION DESCRIPTION

*Part-Time Program Leader – YVC in Springfield, MO 2023*

**Summary:** The part-time program director manages the Youth Volunteer Corps in Springfield, MO working closely with the affiliate team to deliver the highest-quality programs possible. The program leader will coordinate program planning, project supervision, and recruitment efforts as well as assist in other elements of program management as capacity allows.

**Employee Status:** This position is an hourly, non-exempt position.

**Hours:** This position is part-time, with a flexible, self-directed schedule. Time is split between the summer and school year: some weekdays, and approximately 1-2 Saturdays a month (typically ~3-4 hours each) totaling up to 10 hours/week during the school year; and ~35 hours/week during summer for five weeks during June and July.

**Reporting Roles:** Reports remotely to Affiliate Programs and Growth Manager. No current direct reports.

**Budget Authority:** All purchases must be pre-approved through supervisor. 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 leader's overall goal is to provide strategic leadership to the Springfield 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.
  - Projects during the school year may be scheduled on Saturdays, after-school, on school holidays, etc. depending on agency and program leader availability. Summer projects occur throughout summer break and are typically Monday-Thursday, with hours varying based on agency needs.
- Recruit youth ages 11-18 that represent the diversity of the community through direct community outreach.
- 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.
- Oversee planning of other events including signature projects and recognition events.
- Assist in funding initiatives at the request of YVC Headquarters.

### Leadership and Administrative

- Work with supervisor 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 including phone, email, and other channels of communication.
- Monitor and track project registration through Ydat (YVC's volunteer database management system that you will be trained on upon hire).
- Complete project reporting and administer youth surveys.

- Assist in fulfilling reporting requirements for funders. Ensure funder requirements are met.
- 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.

#### Other

- Participate in YVC network activities such as the annual Summit conference (October 2023).
- Act as a role model for youth volunteers.
- Be an advocate for youth and the service they provide.
- 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 Affiliate Growth and Programs Manager.

#### **Minimum Qualifications:**

- Experience working with and has good rapport with 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
- 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 leader 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)
- 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: This is an hourly position.** Compensation range for this position is between \$18-\$22/hour which will be determined based upon experience and perceived job fit. This 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 pay expectations to [Joinus@yvc.org](mailto:Joinus@yvc.org) with "Springfield 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.

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.