



YOUTH VOLUNTEER CORPS POSITION DESCRIPTION

Program Director – YVC St Louis

January 2024

Are you an innovative leader who loves working with teens? Do you have an insatiable desire to reach even more youth for an even bigger community impact? Do you enjoy being out and about improving your community through school and community partnerships? Want to build upon over 35 years of youth volunteerism in the St. Louis community?

The Organization: [Youth Volunteer Corps](#) (YVC) is an international network of youth development programs headquartered in Kansas City, MO. YVC engages youth ages 11-18 in team-based service experiences that build life and work skills while inspiring a lifetime ethic of service. Since 1987, over 300,000 YVC youth volunteers throughout the U.S., Canada, and Uganda have served over 5 million hours in their local communities!

Position Summary: Manage all facets of the Youth Volunteer Corps program in St. Louis to deliver a high-quality youth service program. This includes program planning, youth recruitment, marketing, youth service projects, and overseeing a youth advisory board. Steady growth through school and nonprofit agency partnerships is expected as well as youth recruitment and retention. As the program grows expect to lead a small staff (anticipated 1 part time summer staff member in 2024).

Employee Status: This position is a salaried, exempt position.

Hours: This position is full-time (40 hours per week), with a flexible schedule. That may include working in schools, remotely, and at various nonprofit agencies in St. Louis. Service project supervision may require working weekday evenings (typically between 4-6 pm) and on average 2-3 Saturdays a month (typically ~3-4 hours each).

Reporting Roles: Reports to YVC Headquarters' Affiliate Programs Manager. No current direct reports, although one anticipated part-time summer staff member in 2024 with the hopes of a growing team.

Responsibilities: The program director's overall goal is to provide strategic leadership to the St. Louis program to ensure quality, stability, and growth. The focus of this position will be the planning, implementation, and evaluation of high-quality service-learning programming on a year-round basis. Duties include but are not limited to:

General Program Management

- Plan meaningful service-projects at a variety of nonprofits, ensuring a safe, educational, fun, and rewarding youth volunteer experience.
- Provide project supervision throughout the program year, working alongside youth volunteers.
- Recruit new and diverse youth ages 11-18 to participate in Youth Volunteer Corps (YVC) programming, with a major focus on growing the program.
- Conduct outreach to local nonprofits, civic clubs, city councils, and other community supporters to engage interest in YVC.
- Ensure structured project activities are incorporated into program design, including icebreakers, team builders, service-learning, reflection, and skill development.
- Ensure youth voice and community input through Youth and Advisory Board management.

Leadership and Administrative

- Work with Affiliate Programs Manager 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, ensuring accurate, timely, and consistent communication.
- Manage program communication include phone, email, and other channels of communication.
- Complete and record accurate documentation of project activities and youth volunteer performance in Ydat (YVC's volunteer database management system) as required in a timely manner.
- Assist with marketing as needed including social media management, contributing to written content, and conducting media outreach to promote events.
- Assist with fundraising, including contributing to funding applications, participating in funder meetings, conducting funding searches, and more. Ensure funder requirements are met.
- Assist in hiring additional program staff for YVC St. Louis.
- Supervision and training of YVC St. Louis staff as required.
- Work with YVCHQ team to develop curriculum, training, evaluation, and support materials for school programming.

Programming

- During the academic school year, plan and supervise mid-week and weekend service projects, as well as school holidays and national days of service.
- Summer projects occur June through August. Projects are typically held Monday-Thursday with camp style programming as well as additional Saturday projects. Programming will vary depending on availability and scheduling opportunities.
- Develop new school partnerships and maintain current school partnerships for school programming and year-round recruitment.
- Deliver in-school programming consistent with YVC program.

Professional Development

- Attend YVC Summit network conference annually in October.
- Attend trainings, discussions and other opportunities offered throughout the YVC network.
- Offer similar opportunities to team leaders and interns.
- Attend all required YVC training and recognition events.

Other

- 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.
- Any other duties as assigned by Affiliates Manager.

Minimum Qualifications:

- Bachelor's degree strongly preferred; equivalent experience may be considered.
- Be a U.S. citizen or a permanent resident alien.
- Pass all background checks and adhere to YVC's Youth Protection Policy

- Availability to supervise scheduled projects throughout the program year within a flexible schedule and a variety of locations in and around the St. Louis area.
- Experience working with and good rapport among youth ages 11 to 18.
- Own a reliable vehicle and possess a valid driver's license as the position requires consistent travel in and around the St. Louis area.
- Excellent written and verbal communication skills.
- Organizational and time management skills, with the ability to handle multiple priorities and demonstrate flexibility.
- Experience implementing youth programming, with an emphasis on relationship building and creating an inclusive environment for all.
- A sense of urgency driving organizational results and demonstrating dependability
- Good judgement, strategic thinking, creativity, and resilience
- Consistently high level of initiative and comfort with ambiguity
- Basic computer knowledge, technology, and data management skills.

The ideal program director has:

- A can-do attitude with proactive vision and high energy.
- Experience working with youth ages 11-18.
- Ability to meet the scheduling needs of the position.
- 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 passion for helping youth succeed.
- A strong personal ethic of service and familiarity with the community's unmet needs and the agencies working to address them.

Compensation: This role is full-time, exempt with an expectation of 40 hours per week, and a starting salary range of \$44,000 – \$50,000. Salary and job title will be commensurate with knowledge and experience related to the position.

Paid Time Off (PTO): This position starts with 15 days of PTO and 14 paid holidays per year.

Benefits: YVC's benefits include highly subsidized employee medical insurance and life insurance, with options for employee-paid dental, vision, additional life insurance, and family coverage. A retirement plan is available, and YVC matches 50% of employee contributions up to 6% of income.

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.

Please send your resume and cover letter or email to joinus@yvc.org with "St. Louis Program Director" in the subject line. In your cover letter/email, please explain why this position is a good fit for your skills and why it is one you desire.