



YOUTH VOLUNTEER CORPS KANSAS CITY POSITION DESCRIPTION

Youth Program Coordinator

August 2024

Summary

The Youth Volunteer Corps Kansas City (YVCKC) Youth Program Coordinator plays a crucial role in the organization by leading youth in service projects—ensuring those projects are well executed and youth have positive experiences, supporting teachers for in-school youth service programs, and implementing processes that will help the program be successful long-term. Effectively communicating with program stakeholders is involved, as well as enhancing our social media presence to increase engagement and visibility. This multifaceted position requires a proactive and organized individual dedicated to fostering youth involvement and community service.

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

Hours: Expected hours are 20 hours/week. Any time worked more than 20 hours per week should be pre-approved by the supervisor. *The work schedule is flexible and will be determined together with the employee depending upon both the needs of the employee and the needs of the position. Projects are held during weekdays, Saturdays, and occasionally evenings. Projects are covered by the three main YVCKC staff. Scheduling preferences will be discussed during the interview and on an ongoing basis to determine what works best for everyone*

Compensation: \$18 - 22/hr. 18 – 22 hours/week. **No benefits**

Reporting Roles: This position reports to the YVCKC Program Director.

Budget Authority: All purchases must be pre-approved through the Program Director or Assistant Program Director.

Responsibilities:

The YVCKC Program Coordinator supports in-school programming partners, leads service projects, and develops our digital youth community with sustainable growth practices. Additionally, they enhance stakeholder communications and boost our social media presence, driving youth engagement and community impact with passion and enthusiasm. Reliable transportation is required.

These duties include but are not limited to:

Duties:

1. Support In-School Programming Partners:

- Assist in the implementation and management of in-school programs, collaborating with educators to ensure successful integration and engagement.

2. Project Planning and Execution:

- Lead and coordinate episodic service projects, ensuring smooth execution and positive volunteer experiences.

3. Develop and Manage Digital Youth Community:

- Oversee the growth and engagement of our digital youth community, creating content and

fostering interactions on social media platforms.

4. Sustainable Growth Practices:

- Develop and implement sustainable practices to ensure the long-term growth and impact of YVCKC programs.

5. Stakeholder Communication:

- Maintain regular communication with program stakeholders, including parents, educators, and community partners, to keep them informed and engaged.

6. Parent Advisory Board:

- Assist in the establishment and management of a Parent Advisory Board, ensuring effective collaboration and input from parents.

7. Youth Advisory Board:

- Assist in the formation and management of a Youth Advisory Board, empowering youth to take active roles in program development and decision-making.

8. Team Leadership:

- Serve as a Team Leader during service projects, providing guidance and support to volunteers and ensuring project goals are met.

10. Youth Community Cultivation:

- Adhere to Youth Protection Policy and support the cultivation and maintenance of our youth community; both digitally and physically, by organizing events, activities, and opportunities for youth engagement and development.

Qualifications:

- Be a U.S. citizen or a U.S. permanent resident and pass all background checks
- A minimum of 2 years' experience in volunteer/program management or working with youth development-- demonstrating the ability to engage and motivate young people.
- Bachelor's degree preferred, but significant experience may be considered in place of degree.
- Strong organizational and project management abilities, including experience leading teams and coordinating events or service projects.
- Thorough knowledge of Microsoft Office, including Word, Excel, and PowerPoint, basic understanding of databases, and ability to effectively conduct research using the internet.
- Digital and Social Media Proficiency: Familiarity with digital community management and social media platforms, with the ability to create engaging content and increase online presence.
- Excellent Communication Skills: Exceptional verbal and written communication skills, with the ability to interact effectively with diverse stakeholders, including students, educators, and community partners.

Characteristics:

- High initiative and self-starting ability
- Highly effective communication skills, both verbal and written
- Strong desire to help and serve others; good customer service
- Strong desire to empower youth through leadership opportunities
- Ability to implement youth programming, with an emphasis on relationship building and creating an inclusive environment for all. Training will be provided for working with all youth, including those with mental illness, youth living with

disabilities, refugees, other marginalized populations.

- Desire for continuous improvement
- Positive attitude
- Organizational skills and ability to handle multiple priorities
- Strong ability to problem-solve
- Strategic thinking ability
- Travel is required for one 2-day conference in October

To apply: Please send resume' and cover letter to joinus@yvc.org or Shiri Asangwe at sasangwe@yvc.org