



Program Director Position Description

Organization

Youth Volunteer Corps of Hampton Roads (YVCHR) was established in 2009 and has consistently been a gold-level affiliate of Youth Volunteer Corps International since 2011. YVCHR was recognized as *Affiliate of the Year* in 2016 for its outstanding commitment to effective programming, outreach and expansion. For more information, please visit www.yvchr.org.

Program

Youth Volunteer Corps of Hampton Roads is part of an international network of programs that offer 11-18 year-olds the opportunity to gain skills and improve their world through volunteering. YVC mobilizes diverse groups of Youth Volunteers from across the community into teams to complete meaningful service-learning projects that address a variety of important needs. Projects are scheduled throughout the school year on weekends and weekday evenings, with a more intensive summer component.

Position Objective

The Program Director's overall goal is to effectively manage all facets of the Youth Volunteer Corps program at YVCHR and successfully represent YVC to current and prospective Youth Volunteers, parents, agency partners, funders, schools, host leadership and other constituents in order to build a sustainable program with broad community support. The Program Director also plays a vital role in the planning and implementation of YVCHR's two annual "big events": the TUFF ENUF 5K Obstacle Challenge (October) and the Canstructure Competition (April).

Responsibilities

- Oversee the planning of frequent, team-based, diverse service-learning projects for youth
- Ensure ongoing efforts to recruit new and diverse youth to serve
- Recruit, train and manage Team Leaders to help plan and supervise YVC projects
- Ensure regular communication with youth, parents, schools, agencies and other partners to advertise projects, plan new projects, and share program accomplishments
- Ensure the incorporation of structured project activities into program design, including icebreakers, team builders, service-learning, reflection, and skill development
- Follow basic volunteer management practices, which include providing orientation, training, recognition and evaluation for Youth Volunteers and Team Leaders
- Develop short- and long-term goals and strategies for the YVC program
- Develop a YVC program budget and track expenses and revenue throughout the year
- Pursue ongoing efforts to secure diverse financial support for the YVC program
- Create opportunities for Youth Volunteers to guide program management and develop leadership and other job/life skills through YVC service
- Promote YVC and Youth Volunteers' efforts in the community and beyond through consistent media outreach, award nominations, and participation in the local nonprofit community
- Participate in YVC network activities such as the annual Summit and monthly calls
- Oversee the ongoing collection and submission of accurate program data to YVC Headquarters
- Ensure adherence to YVC Program Standards

Minimum Qualifications

- Be at least 18 years old with a high school diploma or GED
- Be a U.S. citizen or a permanent resident alien
- Be outgoing, friendly and able to multitask effectively
- Communicate well with people from a variety of backgrounds, including at-risk youth
- Have a passion for helping youth succeed
- Microsoft Office proficiency
- Own a reliable vehicle and valid driver's license
- Demonstrate flexibility, initiative and creativity

Preferred Qualifications

- Outstanding oral and written communication skills, including public speaking abilities and experience with professional email correspondence and newsletter publications
- Experience working with 11-18 year-old youth
- Knowledge of service-learning
- Strong personal ethic of service
- Familiarity with the nonprofit sector
- Strong organizational skills
- Managerial experience

Time Commitment: 20-25 hours per week (30 hours/week during *Summer of Service*) and some availability during evenings and weekends for service projects

Compensation: \$15 per hour

Application process: Please submit résumé and cover letter to kmorgan@yvchr.org

Deadline: December 8, 2017