



## **Youth Volunteer Corps**

### **Youth Engagement Specialist – Kansas City**

Youth Volunteer Corps (YVC) in Kansas City is part of an international network of programs that offers 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.

**Position Summary:** YVC seeks a youth engagement specialist for YVC in greater Kansas City. This is an hourly, full-time position, reporting to the YVCKC program director. The youth engagement specialist helps plan, recruit for, and supervise service-learning projects for youth and will represent YVC to schools, agencies, and other partners. **YVC in Kansas City is hosted by YVC's international headquarters.** The YVCHQ office is located in a beautifully restored historic home in the Quality Hill District of downtown Kansas City.

#### **Primary Duties & Responsibilities:**

**Note:** This position will office at YVC's national headquarters, but spend a majority of time in the field, at service agencies and school partners across the Kansas City metro.

#### *Plan and Lead School-Based YVC Programs*

- Deliver weekly school-based programming at ~3 school partners. School-based programs occur in the classroom environment, engaging students during the school day.
- Plan curriculum and program activities for classroom implementation that supports academic outcomes. Write and develop new curriculum units as needed.
- Implement classroom management and behavior management techniques to create a safe, inclusive, and productive learning environment for students.
- Develop and manage relationships with teachers, administrators, and other educators at school partner sites.
- Administer surveys and report outcomes when required. Complete and submit accurate documentation of project activities and youth volunteer performance.

#### *Plan and Lead Community-Based YVC Projects*

- Coordinate with nonprofit agencies across the KC metro to schedule meaningful service projects for teams of youth, based on community needs, capacity, and demand.
- Design projects with icebreakers, team builders, service-learning activities and reflection.
- Recruit 10-15 youth ages 11-18 to participate in each YVC project through social media promotion, email communication, and other strategies.
- Supervise projects to ensure a safe, educational, fun, and rewarding volunteer experience while acting as a role model. Adhere to YVC's Youth Protection Policy.
  - School-year projects are scheduled during school, after-school, on Saturdays, on some school holidays, etc. Summer projects occur throughout June and July and are typically Monday-Thursday morning and afternoon, with hours varying based on agency needs. Flexible work availability is necessary for this position.
- Complete and submit accurate documentation of project activities.

### *Promote and Represent YVC*

- Exhibit professionalism when working with youth, parents, agencies, team leaders, supervisors and all other YVC program constituents.
- Maintain regular communication with youth, schools, and agencies to advertise projects, plan new projects, and share program accomplishments.
- Promote the YVC brand via social media, speaking engagements, other free advertising, and seek new venues for community engagement.

### *General*

- Meet with program director on a regular basis to evaluate the success of the program and communicate questions, concerns and accomplishments.
- Attend all required YVC training and recognition events.
- Any other duties as assigned by the program director

### **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 projects, including most Saturdays and school breaks
- Experience working with and popularity among youth ages 11 to 18
- Basic computer knowledge, technology, and data management skills
- Own a reliable vehicle and valid driver's license
- 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; familiarity with community needs and the agencies working to address them is a plus
- Good judgement, strategic thinking, creativity, and resilience

### **Preferred Qualifications**

- Experience implementing culturally competent youth programming, with an emphasis on relationship building and creating an inclusive environment for special 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
- Strong time management skills (prioritizing, organization, delegation, strategic planning, and problem solving) and the ability to adapt to a fast-paced environment

### **Compensation and Schedule**

This position is full-time, with an expectation of 40 hours per week, including limited weekday evenings (typically between 4-6pm) and approximately 1-2 Saturdays a month (typically 5 hours each). Compensation for this position is \$13.50/hour.

Please send your resume and cover letter to Danielle Small at [dsmall@yvc.org](mailto:dsmall@yvc.org). Please highlight specific experience and explain why this position is one you desire. **Submissions due April 17, 2020.**