



Youth Volunteer Corps Team Leader Summer 2020

Want to expand your reach and make a positive difference in the lives of youth in KC? Looking for flexibility, autonomy, and creativity in a part-time gig? Want to be an integral part of an international youth service movement?

Youth Volunteer Corps (YVC) in Kansas City is a youth service program for young people ages 11-18. It is part of an international network dedicated to creating volunteer opportunities to address community needs and inspiring youth for a lifetime commitment to service.

Position Summary: YVC seeks a youth development professional to serve as a team leader for YVC in Kansas City for its 2020 summer program. The team leader works collaboratively with YVCKC team to supervise youth volunteers at meaningful service-learning projects. Team leaders report to the program director. **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.

Required 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.

- Supervise a group of youth on projects ensuring a safe, educational, fun, and rewarding volunteer experience while acting as a role model. Adhere to YVC's Youth Protection Policy.
- Meet with YVC agency partners to finalize service-learning projects, serve as a liaison between agencies and youth, and best facilitate the YVC program model onsite.
- Communicate clearly and effectively with parents/guardians before, during, and after projects about program activities, youth behavior, and schedule changes.
- Collect and complete accurate data of project activities and youth volunteer involvement in a timely manner.
- Help plan and attend a volunteer recognition event at the end of the summer for youth volunteers, parents, agencies, and other community supporters.
- Attend training before the start of summer programming.
- Participate in a weekly staff meeting to regularly communicate questions, concerns, and accomplishments.

Minimum Qualifications:

- Be a U.S. citizen or a U.S. permanent resident
- Pass all background checks and adhere to YVC's Youth Protection Policy
- Be available for required schedule commitments:
 - Attend training prior to program launch
 - Supervise at least 8 weeks of summer programming in Kansas City
 - Attend weekly staff meetings and office days a
 - Have basic computer knowledge and data management skills
- Have reliable transportation to and from service project locations
- Have experience volunteering and/or working with youth ages 11 to 18

The Ideal team leader has:

- The ability to communicate with both youth and adults from any background, with an emphasis on relationship building and creating an inclusive environment

- A strong personal ethic of service and familiarity with community's unmet needs and the agencies working to address them
- A knowledge of service-learning, project-based learning, or the ability to create a learning opportunity in any environment
- A sense of urgency driving organization and reliability with resiliency to ambiguity
- An outgoing, independent attitude with a passion and priority for helping youth succeed
- Flexibility in summer work schedule to meet program and site needs

Compensation:

This is an hourly position. Compensation for this position is \$11/hour.

- Expected summer hours are approximately 7 hours each day from 8:30 a - 3:30 p. Projects will take place Monday through Thursday from 9am – 3pm. Team leaders are required to come into the office on Friday for a staff meeting, data entry, and preparation for the upcoming week of programming.
- YVCHQ will provide a weekly timesheet that should be submitted before leaving the office each Friday. Compensation will be paid semi-monthly, following receipt of time sheets.

Please send your resume and cover letter by April 17, 2020 to Danielle Small at dsmall@yvc.org.

Please highlight experience working with youth, your summer 2020 availability, and why this position is one you desire.