

Youth As Resources

POSITION DESCRIPTION

TITLE: Youth as Resources Program Coordinator
SUPERVISOR: YAR Board, Community Services, Marshall District #413
DATE: Nov.3, 2009

YAR is a board of high school aged students and adults who fund youth (ages kindergarten to college age) up to \$1000 to carry out important community projects in about a 45 mile radius of Marshall . YAR has funded 110 grants with over \$65,000 to carry out projects which have had an impact addressing real community needs. Founder Jack Calhoun, former CEO of the National Crime Prevention Council believes that we were not tapping into one of our greatest resources. He said to youth, *"We cannot do this without you!"*

GENERAL FUNCTION: The YAR Program Coordinator has primary responsibility for coordinating the operation and activities of YAR.

SKILLS & QUALIFICATIONS: Applicants must have a 4 year degree or equivalent program experience. This position requires excellent youth development and organizational skills. Incumbent should have experience working with youth and a commitment to empowering them to be leaders in philanthropy, governance and community service. Other skills needed include volunteer development, volunteer management and board development skills, great listening skills and ability to develop relationships with all parties associated with the group. YAR coordinators must be articulate, willing to write grants and continually work on program development. Must be able to master computer skills in Excel, Word and Outlook Express.

TIME: 10 hours a week

POSITION: Open until filled.

ESSENTIAL FUNCTIONS:

1. **BUILD PERSONAL AND MEANINGFUL RELATIONSHIPS** with YAR members, participants, volunteers, guests, donors and others. Represent YAR in the community and advance the YAR philosophy (youth empowerment, youth-adult partnerships) into community initiatives.
2. **GRANT CYCLES**
 - a. Coordinate three YAR funding cycles per year (as decided by the YAR board), including mailings and distribution of applications
 - b. Conduct informational sessions to discuss grant proposals and give ideas for projects, gathering examples of successful projects from across America to share with potential applicants
 - c. Provide technical assistance to applicant groups
 - d. Prepare proposal summaries for use by YAR board members
 - e. Coordinate project screening process, including screening committee interviews of applicant groups

- f. Assign project site visits to YAR board members

3. YAR EVENTS (Allow for as much board involvement as possible.)

- a. Coordinate meetings and develop plan for committees to report in.
- b. Coordinate the fundraising activities of YAR
- c. Coordinate the planning and implementation of kickoff events, award ceremonies, recognition etc.
- d. Coordinate media coverage of YAR events

4. PROJECT MONITORING

- a. Coordinate the monitoring of YAR-funded projects, including tracking timetables, requesting follow-up information and final report.
- b. Coordinate YAR youth board members to conduct periodic interviews and site visits with youth, host agencies and project beneficiaries.
- c. Collect necessary data to complete all reports and provide requested information to funders.
- d. Coordinate the program evaluation process, oversee the completion of project evaluations by grant recipients on their YAR projects

6. PROGRAM OPERATION

- a. Apply for grant and foundation monies for which YAR may be eligible.
- b. Will handle YAR's spreadsheet, pay bills and deposit money on a timely basis.
- c. Coordinate with YAR board in developing and implementing fundraising projects to supplement their grant pool and its operating expenses.
- d. Coordinate the work of the YAR board including scheduling monthly meetings, communications between meetings and assisting YAR board members in filling board vacancies.

7. LEADERSHIP DEVELOPMENT

- a. Ensure that new YAR board members complete an orientation and that there is ongoing leadership training for all YAR board members.
- b. Ensure that YAR has good community outreach including youth board members engaging in public speaking events and service projects.
- c. Promote YAR and YAR board members through recommendations and getting deserved recognition.

8. MISSION

- a. Support the goals and mission of Marshall Youth as Resources. Uphold YAR policies and philosophy
- b. Use character development as a basis in working with members, guests, participants, the public and staff.
- c. Attend all staff meetings and training events as required and requested by Community Services or Marshall District # 413.
- d. Communicate effectively with supervisor and other personnel and volunteers.
- e. Maintain all necessary records as requested by YAR. Care for and maintain YAR equipment, supplies and property.
- f. Promote YAR's accomplishments and working to get deserved recognition.
- g. The incumbent must be able to fulfill the above job requirements by purposefully and seamlessly challenging her/himself and others to accept and demonstrate the positive values of Caring, Honesty, Respect and Responsibility.

EFFECTS ON END RESULT:

The effectiveness of the incumbents' fulfillment of this position should be measured by:

1. Community Services and Marshall District # 413 who are recognized for their excellent service and high quality programs.
2. A YAR board that is well known throughout the community for empowering youth.
3. The YAR board will be a youth activity of choice throughout the area.
4. YAR will have adequate funds to distribute grants throughout the school year.
5. All administrative tasks are completed on a timely basis.
6. YAR will be known in the community as an organization dedicated to building character.