



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

KENTUCKY YMCA YOUTH ASSOCIATION

Job Title: Director of Civic Engagement Programs
FLSA Status: Exempt

Reports to: Senior Managing Director
Revision Date: July 2021

ORGANIZATION DESCRIPTION:

The Kentucky YMCA Youth Association develops engaged citizens and servant leaders inspired to affect change in their school, community, Commonwealth, nation and world. Through experiential learning, service and community activism, the Kentucky YMCA Youth Association fosters critical thinking, leadership, and social responsibility in teens. Students in our programs build communication skills and confidence while developing a network of meaningful relationships with diverse students from around the Commonwealth.

The Kentucky YMCA Youth Association is an antiracist, multicultural organization. We enthusiastically welcome persons of every ability, age, background, ethnicity, faith/religion, gender expression/gender identity, income, nationality, race, sex, or sexual orientation. The Kentucky YMCA Youth Association believes that in a beautifully diverse world, we are stronger when we are inclusive and when everyone has an equitable opportunity to learn, grow, and thrive.

We are an established, professional and fun non-profit that works to empower KY teens, our alumni, and our staff. Our team consists of hardworking and passionate professionals who excel in their career. Each day we strive to create a positive staff culture that allows for all employees to share their ideas, have fun, collaborate with others, work within a team and individually, plan their own schedules, and be creative. We are a Y for all and recognize strength in diversity.

POSITION SUMMARY:

The Director of Civic Engagement Programs oversees the logistics, vendor relationships, event planning and staff and project management of the KY YMCA's largest programs, KYA and KUNA, the youth and government and model United Nations programs. This position directs program staff in development, preparations, and execution of statewide and local programs. The Director of Civic Engagement Programs meets with the Senior Managing Director and program team to allocate people and resources, and directs the team through major conferences such as the Kentucky Youth Assembly and Kentucky United Nations Assembly and advocacy programs like Changemakers. This position ensures documentation of all program best practices and standard operating procedures, and leads program teams in strategic program planning throughout the year. This person will direct local and statewide programming focusing on advocacy, servant leadership, civic engagement and policy initiatives.

This position also supports other program directors by working with them to be an onsite director/implementer for character development programs such as the Leadership Training Conference (LTC). This entails leading the staff and volunteer team onsite and overseeing all logistics that the other director planned pre-conference.

ESSENTIAL FUNCTIONS:

1. Directs the staff team to ensure they are prepared for the Youth and Government/Model United Nations conference and has a strong planning strategy.
2. Communicates with hotels to create and review banquet event orders for each program date.
3. Directs the KY YMCA's youth advocacy program through curriculum updates and writing, logistics, team oversight, and facilitator training and support.
4. Supports and cheers on the staff team in all programming areas.
5. Responsible for overseeing the entire Youth and Government and Model United Nations programs, including agenda creation and staff team management.
6. Responsible for staff conference schedules for major programs and works with the volunteer coordinator to schedule volunteers for programs.
7. Responsible for the event planning, event management, logistics, vendor relations, and staff management of the largest YMCA Youth and Government programs in the Country and model United Nations programs.
8. Onsite director/implementer at the summer character development conference. This entails leading the staff and volunteer team onsite and overseeing all logistics that the other director planned pre-conference.
9. Responsible for event planning, logistics and team directorship for various local and statewide programs.
10. Acts as primary support to the Kentucky YMCA programs, including (but not limited to) KYA, KUNA, LTC, GFI, Y-Corps, Officer Retreat, local programs, and national teen conferences.
11. Works to secure and foster statewide community partner relationships for the youth advocacy program and all other programs as needed.
12. This position requires regular travel to Kentucky YMCA offices (Frankfort and Louisville), conference facility locations, and other venues throughout the state of Kentucky. Can expect 25% or an estimate of 50 days of time away from home, including periods of extended overnight stays, while at conferences, and must have reliable transportation. Weekend and evening work expected during conference seasons and select programs.

QUALIFICATIONS:

1. The KY YMCA is an anti-racist, multicultural, pro-equity organization, committed to a diverse workplace and is seeking a diverse pool of qualified candidates.
2. Must be 21 years or older.
3. Two or more years of professional experience in another nonprofit preferred.
4. Two or more years of experience in event planning is preferred.
5. Experience in program development and management.
6. Direct experience in project management.
7. Experience with team directorship and management.

8. Professional presentation experience.
9. Experience working in professional/organizational partnerships.
10. Experience working independently on projects and with a team.
11. Proficient use of Microsoft Office, particularly Word and Excel.
12. Organizational, detail focused and independent time management skills are necessary for this position.
13. Superb public speaking skills and relationship skills are needed.
14. Must be able to schedule work proactively and independently, while also being able to work with teams.
15. Works as part of a team and demonstrates a high degree of self-initiative and commitment to expand skills and expertise through a variety of methods, including self-study, working/mentoring with colleagues, and both internal and external training.
16. Ability to change priorities as project expands or project needs change.
17. Ability to lift and move 35 pounds, have good mobility, and maintain high level of energy over an extended period of time.
18. Ability to be away from home up to 25% of the year, or an estimate of 50 days, including extended periods of overnight stays. Must have reliable transportation.
19. Ability to communicate clearly to large groups, over phone, and via email.
20. Ability to relate effectively to diverse groups of people from all social and economic segments of the community; track record of building authentic, constructive relationships with others
21. Understanding that you will stay overnight in a hotel for a potential of 14 days in November and December and 12 days in March.
22. Understanding of the nature and purpose of the YMCA and the respective roles of volunteers and staff.

BENEFITS:

1. Salary range \$36,000-38,000
2. Fully paid health, vision and dental insurance coverage for employee and dependents.
3. Fully paid life insurance for employee
4. Company contribution to Y-USA retirement fund, after vestment.
5. Immediate 403b investment fund accessibility.
6. Professional development support through Y-USA and other opportunities related to job duties.
7. Competitive and generous paid time off (PTO) and holiday policy.
8. Results oriented, flexible work environment with some ability to work remotely.
9. Fun and energetic team environment.
10. Staff culture focused on professional development, quality results, high impact programs, celebrating staff successes, and happy employees.
11. Qualifying mileage paid at the state rate (when mileage exceeds amount stated in personnel policy). Cannot be used towards travel to and from Frankfort office.
12. KY YMCA laptop provided for work use.
13. Monthly cell phone stipend.
14. Additional employee benefits offered through payroll providers.