KENTUCKY YMCA YOUTH ASSOCIATION

Job Title: **Program Coordinator** Reports to: Senior Managing Director

FLSA Status: Exempt Revision Date: July 2023

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 Program Coordinator works to support the programs of the Kentucky YMCA through work with all departments, under the supervision of the Senior Managing Director. This position is responsible for leading the student officer program, working with student captains for the Y-Corps program, supporting the Student Y program and Student Y Youth Council, and supporting program directors on large projects and meaningful tasks. Additionally, this position is responsible for recruitment, engagement and organization of volunteers and alumni.

At times this person may be asked to direct program teams when program directors are not present and assist with marketing efforts. This role serves as a direct support for program registration, rooming, curriculum creation and all program needs.

ESSENTIAL FUNCTIONS:

Leads the student officer program for youth officers for the Kentucky Youth Assembly (KYA) and Kentucky United Nations Assembly (KUNA). This entails consistent communication, project management, and teen empowerment and motivation.

Responsible for creating and implementing the curriculum for Presiding Officer Retreats and Supporting Officer Retreats. Maintaining a budget for these events and managing a small team is necessary.

Works with teens as co-collaborators, allowing their input and ideas to be heard, implemented and encouraged.

Acts as lead to the Y-Corps Student Captain Program. Creates the agenda and curriculum for the youth captain retreat, checks in with captains consistently and motivates them to lead in a meaningful way.

Serves as support to the Student Y Director and Student Y Youth Council. This entails creating resources, editing and creating curriculums, supporting voter registration and education initiatives, and other tasks as assigned.

Supports program directors with planning needs including but not limited to hotel event orders, invoicing, staff scheduling and product ordering.

Assists with rooming and registration processes for all program when necessary.

Acts as the lead to all volunteer engagement processes. This includes but is not limited to recruitment, creating schedules for programs, communicating with volunteers and building professional relationships with them, finding meaningful ways to thank volunteers.

Responsible for maintaining the Volunteer Fellows Program.

Serves as the lead for alumni engagement in collaboration with Director of Partnerships and Development and COO/Vice President.

Assists with marketing efforts when necessary.

Steps in for program directors to manage the staff team and program when necessary for GFI, LTC, KYA, and KUNA.

Ability to communicate efficiently via phone with participants and teachers.

Organizational and time management skills are necessary in order to maintain a pack list, databases, detailed reports and other logistics as needed.

Acts as support to the Kentucky YMCA programs, including (but not limited to) KYA, KUNA, LTC, GFI, Y-Corps, Officer Retreat, local programs. Other tasks as assigned.

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% travel and must have reliable transportation.

QUALIFICATIONS:

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.

Must be 21 years or older.

Experience working with teens strongly preferred.

Experience working with volunteers preferred.

Experience in program development.

Professional presentation experience.

Experience working independently on projects and with a team.

Proficient use of Microsoft Office, particularly Word and Excel.

Organizational, detail focused, and independent time management skills are necessary for this position.

Group facilitation skills and relationship skills are needed.

Must be able to schedule work proactively and independently, while also being able to work with teams.

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.

Ability to change priorities as project expands or project needs change.

Must be able to assist in moving 35 pounds, have sufficient mobility, and maintain a high level of energy over an extended period of time.

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.

Ability to communicate clearly to large groups, over phone, and via email.

Ability to relate effectively to diverse groups of people from all segments of the community; track record of building authentic, constructive relationships with others.

Understanding that you may stay overnight in a hotel for a potential of 14 days in November and December and 12 days in March.

Understanding of the nature and purpose of the YMCA and the respective roles of volunteers and staff.

BENEFITS:

Salary $35,500

Fully paid health, vision and dental insurance coverage for employee and dependents.

Fully paid life insurance for employee

Company contribution to Y-USA retirement fund, after vestment.

Immediate 403b investment fund accessibility.

Professional development support through Y-USA and other opportunities related to job duties.

Competitive and generous paid time off (PTO) and holiday policy.

Results oriented, flexible work environment with some ability to work remotely.

Fun and energetic team environment.

Staff culture focused on professional development, quality results, high impact programs, celebrating staff successes, and happy employees.

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.

KY YMCA laptop provided for work use.

Monthly cell phone stipend.

Additional employee benefits offered through payroll providers.

YMCA COMPETENCIES:

*Mission Advancement:* Models and teaches the Y’s values of caring, honesty, respect, and responsibility. Cultivates and retains the trust of others through direct and honest interaction. Engages community members in a way that builds commitment and loyalty in the work of the Y.

*Collaboration:* Advocates for inclusion and diversity throughout the organization. Appropriately addresses and corrects behaviors and practices that don’t support inclusion. Helps build effective teams and community partnerships by fostering a common vision. Manages conflict constructively, with team and community. Assesses team dynamics and takes appropriate actions to engage the team in ongoing work. Communicates needs and goals effectively, while demonstrating empathic listening for others. Able to tell the story of the Kentucky YMCA’s cause and impact in the community.

*Operational Effectiveness:* Able to analyze, comprehend, and articulate operational goals and strategies of the organization. Able to anticipate likely outcomes and decide the best course of action, while balancing risks and implications across multiple projects. Incorporates creative thinking and discussion techniques in meetings and brainstorms. Builds perspective by engaging others in open dialogue. Sets the norm of continuous improvement. Willing and able to excel in self-management of multiple ongoing projects and setting clear goals and processes. Holds self and team accountable for high-quality, timely, and cost-effective results.

*Personal Growth:* Has a passion for learning that drives the pursuit of new knowledge and ideas. Listens and observes to gain new insight and continually improve performance. Actively supports and remains accessible to others during times of change or stress (e.g. conference seasons). Manages emotions appropriately and avoids becoming defensive or asserting inappropriate control when under pressure. Approaches others and addresses sensitive issues in a productive and non-threatening manner. Has functional knowledge to complete the job and uses best practices as a framework to improve performance.