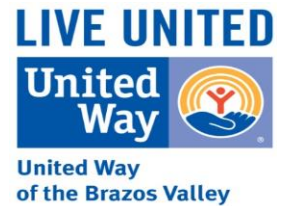


## Job Description and Work Summary

**Position:** Youth Leadership Specialist  
**Accountable To:** Vice President Community Impact  
**Status:** Part-time (15-20 hours per week)  
**Salary Range:** \_\_\_\_\_



**Position Summary: Coordinate, develop, and evaluate the United Way Youth Leadership Cabinet (YLC) to increase effectiveness in youth development and civic engagement of high school youth throughout Bryan/College Station high schools.**

### **Coordinate Youth Leadership Cabinet meetings, events and tasks:**

- Prepare meeting agendas and tasks to engage youth in meaningful and effective weekly meetings
- Provide support and oversight to YLC members on fundraising, leadership and volunteer events. Provide oversight of weekly YLC fundraisers in the fall
- Coordinate Youth Leadership Cabinet events throughout the school year including, but not limited to, YLC Orientation, Youth Leadership Day, Youth Day of Caring and United We Serve
- Coordinate and oversee the Community Builder grant process including: application, review session, award communication, check presentation event, etc.

### **Develop Youth Leadership Cabinet curriculum:**

- Build leadership development agendas and tasks for youth.
- Provide oversight to youth leaders to engage YLC members in youth development.
- Attend United Way of the Brazos Valley staff meetings and training.

### **Evaluate Youth Leadership Cabinet effectiveness:**

- Assess current YLC curriculum and youth engagement practices to determine sustainability of program
- Research and implement best practices for youth engagement around civic and philanthropic efforts
- Provide on-going evaluations from youth and parents to UWBV

### **Act as liaison to participating schools:**

- Represent UWBV and YLC at appropriate school meetings and events.
- Develop and maintain relationships with high school liaisons
- Conduct annual meetings with high school principals to encourage recruitment to YLC

**Knowledge of United Way, its mission, goals, ethics, principles, programs, policies and procedures and able to effectively demonstrate and communicate this information in all work activities.**

- **This person will use the following principles to guide their actions and decisions based on the following principles as defined in the UWBV Code of Ethics.**
  - 1.) Meaningful and Measurable Improvement
  - 2.) Community Interdependence and Collaboration
  - 3.) Volunteer Value Driven
  - 4.) Inclusiveness
  - 5.) Stewardship
  - 6.) Adaptive Organization

**This person will effectively and with great frequency demonstrate attributes and behaviors associated with the following United Way Worldwide (UWW) Professional Core Competencies.**

- Mission-Focused
- Relationship-Oriented
- Collaborator
- Results-Driven
- Brand-Steward

**As a high performance team member, create value and improve team systems, processes and results and contribute to the UWBV team in the following areas.**

- Organizational, Department and Individual Roles and Responsibilities
- Project Planning with and for Volunteers
- Effective Communication and Sharing of Information
- Efficient use of Meetings
- Proactive Focus on Customer Needs and Expectations
- Respectful and Timely Follow Up
- Management of Processes and Projects
- Keeping Score of Progress and Demonstrating Results

**Trust Building and Other Duties as Assigned.** As a team player this person will need to assist other UWBV management and staff in completing and coordinating tasks and assignments. This is an important function of this position in addressing last minute requests and managing team work.

**Qualifications and Prerequisites for Service**

- Bachelors required. Masters preferred.
- Experience in youth development and/or youth leadership.
- Knowledge of general computer programs and social media platforms.

**Physical Requirements:**

	0-24%	25-49%	50-74%	75-100%
Seeing:				X
Hearing:				X
Standing/Walking/Sitting:				X
Climbing/Stooping Kneeling:		X		
Lifting/Pushing/Pulling:	X			
Typing/Grasping/Feeling:				X

**Physical Dimensions: Low, Medium or High**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.