



Youth Leadership Coordinator

About YES:

Youth Enrichment Services Inc. (YES) is a \$1.8M non-profit corporation headquartered in Boston whose mission is to inspire and challenge urban youth with physical and mental activities that foster life-long respect for self, others, and the environment.

Founded in 1968, YES provides opportunities for youth to develop self-confidence, leadership and job skills through participation in outdoor activities such as skiing, snowboarding, kayaking, biking, as well as year-round developmental leadership programs. Over 1,600 youth, ages 7-18, participate annually in Operation Snowsports, Outdoor Adventure, and YES Academy Programs. An annual average of 150 volunteers provide critical support for the program activities.

About the Position:

The Youth Leadership Coordinator will work directly with and be supervised by the Leadership Manager as part of the YES Academy team. S/he will play a key role in facilitating and supporting the Leadership Corps program objectives of preparing youth with leadership skills, career exploration and life skills. In addition to program facilitation and curriculum building, the Youth Leadership Coordinator will be the lead supervisor for school year and summer youth employment programming.

Duties & Responsibilities

Program Planning and Facilitation: Leadership Corps

- Plan and facilitate weekly leadership, career and life skills programming for the Leadership Corps (LC) program as part of the LC's established curriculum
- Assist Leadership Manager with the planning and logistics for LC
- Create experiential learning opportunities for students in YES Academy (YA) including mock interviews, network night and career forum
- Work with College Prep Coordinator to integrate youth from all YA programs in any career and college awareness workshops, panels, site visits, and other activities that further enhance their preparation for post-secondary school success
- Activity Captain during OS/OA season, using these outdoor opportunities to create opportunities for YES Academy youth to stay in leadership tracks year-round while also building relationships with our adult volunteer pool
- Work with YES program staff to create opportunities for onsite internship projects that provide youth with pathways to possible careers and success
- Supervise support and encourage LC's in the on and off-site
- Assists in the planning of outdoor social events for LC and Adult volunteers (skiing and track & field) to connect

Logistics and Supervision: Youth Staff and Interns

- Work with YES Youth Leadership Manager in the set-up and implementation of a supervision schedule for the school year and summer youth staff employed at or through YES
- Supervise high school interns on site
- Coordinate professional development trainings and orientation for summer and school year youth staff
- Attend partner trainings and orientations for summer and school year youth staff
- Act as a contact, resource, and support for supervisors of offsite internships



- Partner with schools and strategic organizations to recruit program participants in the targeted demographics
- Work with the Youth Leadership Manager to recruit teen staff with at least 50% comprised of youth already participating in the YES Academy in support of a strategic youth leadership pipeline

Requirements

Ideal candidate should have prior experience and skill leading large groups of children ages 7–18 in Boston's neighborhoods, as well as being skilled in facilitating to large groups. Independence, initiative, creativity and excellent written and verbal communication skills are important. Creative abilities and/or prior experience leading conflict resolution with youth are beneficial.

- Bachelor's degree or equivalent professional direct service experience (4+ years) with adolescents from Boston's neighborhoods
 - A motivator, a listener, and a positive role model for young people
 - Have gender sensitivity and multi-cultural competency
 - Excellent written and oral communication skills.
 - Understanding of 21st century skill building
 - Experience building and adapting curriculum
 - Proficiency in Microsoft Office, email, and the internet is required
 - Willingness to participate, learn and facilitate YES offered outdoor activities
 - Full time flexible schedule that may include evenings and weekends
- Salary is commensurate with qualifications and experience

The above job description and qualifications are not meant to be all-inclusive. Additional responsibilities and qualifications may be added at any time by the Director of Impact and YES Academy or the Executive Director.

To Apply:

Please send a thoughtful cover letter and resume to Shiona DeCarvalho at yesacademy@yeskids.org , no phone calls please. Applications are being accepted until position is filled.

Anticipated Start Date is Monday August 19, 2019.

YES strongly desires to attract a broad and diverse pool of candidates to apply, particularly candidates of color, female candidates, and/or candidates who know and/or represent the communities YES serves.