

Youth Educational Services

Y.E.S Internship Position Description: Program Director

Position Summary

The director position is an unpaid internship. Program directors ensure their program is running smoothly and efficiently with the mentorship and support of Y.E.S. staff.

Responsibilities:

- Actively recruit volunteers for Y.E.S. by: tabling a minimum of four hours, providing a minimum of two classroom presentations and creating a program recruitment flier.
- Screen potential volunteers. Including all application paperwork, interview, reference checks and fingerprinting.
- Plan and facilitate weekly volunteer meetings, which include 8 core workshops: Introduction to Y.E.S., Nonviolence, Inequities in Society, Communicating with the People you Serve, Risk Management & Safety, Reflection, Collaborating with the Community, and Program Closure and Continuity.
- Update program syllabus every semester with a timeline and changes from the previous semester.
- Develop a program proposal for the academic year during the fall semester. This includes: program's specific mission, goals, objectives, safety guidelines and outlines the program's plans for budget, recruitment, training, fundraising, service, and evaluation.
- Submit a grant report reflecting on goals and objectives at the end of spring semester.
- Create, monitor, and support volunteer placements.
- Maintain strong links to the community and participants served. Provide effective communication and adequate closure for participants, community contacts, as well as volunteers.
- Regularly assess volunteer and community partner needs.
- Reflect and adjust program throughout the semester based on feedback from volunteers, participants, community partners, and program consultants.
- Consult at least once a month with assigned program consultant. Discuss serious issues immediately as they arise as well as other challenges and ideas you have.
- Encourage volunteers to actively participate in Fall Festival and Serve-a-Thon, our annual spring fundraiser.
- Discuss program budget every semester with the Office Manager. Supervise the use of budget and organize fundraising - a minimum of 40% of your Associated Students allocation.
- Maintain program records, including ongoing data for end of semester statistics and an organized program drive and manual.
- Secure ongoing leadership for your program by selecting and beginning to train potential directors to assure smooth transitions.

April 3, 2015

Training

1. Attend and actively participate in the three day Director Training Retreat scheduled on the Wed. – Fri. before the first day of classes each semester.
2. Attend and actively participate in the Monday Night Class (MNCs) from 4:45-6:50pm weekly.

Desired Skills and Skill Development

Demonstrated experience in or willing to learn:

- Volunteer experience with Y.E.S., ideally with the program you're applying for.
- Knowledge of service learning and reflection.
- Knowledge of population served by your program.
- The ability to plan, organize, and facilitate effectively.
- The ability to communicate effectively with different group sizes and populations.
- The ability to obtain feedback and adjust to constructive feedback received.

Commitments

1. Directing is a two semester commitment.
2. Directors should plan to be involved with their program approximately 10-15 hours per week. 2 hours for MNC, 4 office hours, 1 hour for weekly meeting, 1-4 hours a week of service, plus 2-7 hours for any additional work, i.e. screening.
3. Minimum 2.3 GPA.

Application Procedure

1. Complete application.
2. Attach a copy of your schedule, showing when you would be available for an interview.
3. Turn in application and schedule to the program consultant or staff mailbox.
4. Y.E.S. staff will confirm and schedule an interview.