DALLAS LEADERSHIP FOUNDATION

Position Description Summary

Title: DLF Youth Coordinator

Department: DLF Youth Location: Downtown, Dallas

Reports to: DLF Youth Director

**About the Dallas Leadership Foundation:** The Dallas Leadership Foundation is a Christian not-for-profit organization that develops local leaders to affect long-term change in underserved communities.

**Job Summary:** Under the supervision of and working directly with the Youth Department Director of Dallas Leadership Foundation, the youth coordinator is the principal staff member responsible for engaging and mentoring youth in leadership development and life skills. Adult youth leaders will serve students in various environments such as school, camp and community. This position will require communication, both written and oral, as well as completing reports, handouts and correspondence. Successful candidates for the position of youth coordinator will be skilled in communication, and leading teams, and can work within timelines.

**Specific Duties and Responsibilities:**

* Facilitate Power Lunch leadership curriculum during weekly in school program.
* Recruit students to participate in weekly Power Lunch program.
* Administer food and monitor registration during weekly Power Lunch program.
* Ensure attendance and outcome data is inputted into Apricot Software system.
* Recruit additional adults to volunteer in Power Lunch program.
* Meet regularly with the Power Lunch team to plan and create strategy for reach youth.
* Attend volunteer meetings and any committee or board meetings necessary to carry out the success of the DLF-Youth programs.
* Understand and support Dallas Leadership Foundation work culture.
* Communicate effectively with students, parents, staff, and school administrators in support of Power programs.
* Engage students in DLF youth programs such as Power Lunch, Power Camp, and Power Mentoring.
* Teach Christian Leadership principles to students and adults in community.
* Other DLF event and duties as assigned.

**Operations:**

DLF-Youth Leaders are expected to adhere to the following DLF guidelines:

* DLF-youth leaders are expected to work from 9 a.m. to 6 p.m.
* DLF -youth leaders are expected to be prompt regularly.
* DLF-youth leaders are expected to work in the office except for pre-approved DLF youth field services.
* DLF-youth leaders are expected to report all work hours weekly in the replicon tracking system.
* DLF-youth leaders are expected to obtain pre-approval for all DLF-youth financial requests.
* DLF-youth leaders are expected to communicate all work concerns to Director or Power Team Coach instead of generating office gossip.
* DLF-youth leaders are expected to work on probation for the first 90 days.
* DLF-youth leaders are expected to complete an evaluation after the first 90 days.

DLF-Youth Leaders can expect to receive the following benefits:

* DLF-youth leaders will receive on-time pay regularly.
* DLF-youth leaders will receive one hour for lunch.
* DLF-youth leaders will receive office workspace.
* DLF-youth leaders will receive appropriate DLF-youth training.

**Evaluations:**

In addition to key result area (KRA) performance measures, every employee will be evaluated yearly on their ability to perform in the following areas:

• **Communication**: convey information and instructions both orally and in writing

• **Teamwork**: participate in building consensus decision-making efforts

• **Job Aptitude**: perform assigned tasks

• **Job Attitude**: show motivation for the job

*(This job description is “not” a contract, nor intended to illustrate a complete profile of responsibilities and requirements for Youth Coordinator. It is given to each applicant as a tool to provide a general overall outline of the position.)*