

NYC YAV Site Coordinator

About the Young Adult Volunteer (YAV) Program:

The Young Adult Volunteer (YAV) program is an ecumenical, faith-based year of service for young people (ages 19-30) in sites around the world and across the United States. YAVs accompany local agencies working to address root causes of poverty and reconciliation while exploring the meaning and motivation of their faith in community with peers and mentors. The Core Tenets of the YAV program include: Intentional Christian Community, Simple Living, Cross-Cultural Mission, Leadership Development through Faith in Action, and Vocational Discernment.

Position description:

Responsible for the implementation of the Young Adult Volunteer (YAV) program in New York City. The Site Coordinator works with the local board/Administrative Commission to maintain a current, relevant vision for the NYC Site that incorporates the unique identity of NYC as well as the core tenets of the larger YAV program. The Site Coordinator also maintains the relationship with the national PC(USA) YAV office, and continually looks for beneficial partnerships for the site.

The Site Coordinator is the point person for all communication with and oversight of the volunteers, job placements and local partners, and Administrative Commission relationships. The Site Coordinator provides guidance to the YAVs, and coordinates relationships with volunteer mentors to provide additional assistance and support during their year of service.

Additionally, the Site Coordinator is responsible for a programmatic calendar for the YAVs, including an orientation, retreats, community days, activities and educational opportunities for YAVs to engage with and learn about New York's communities, neighborhoods, culture, and history.

Finally, the Site Coordinator is expected to balance time and focus on recruitment for the wider program and develop and maintain site partnerships during times when there is less work to be done directly with the YAVs.

This is a New York City-based role. The Site Coordinator will set their own schedule which can shift week-to-week and month- to-month depending on the needs and demands of the season. As this is a part-time position, the Site Coordinator is responsible for coordinating all of the administrative and programmatic pieces but not necessarily responsible for carrying out all of the work on their own.

Hours: 20/week on average with fluxes in calendar according to program and participant need

Compensation: \$37,500 annually

Essential position tasks and responsibilities:

Support of Young Adult Volunteers:

- Participates in the interviewing, selection, and screening of YAV candidates.
- Coordinates and facilitates a local orientation for YAVs upon arrival in NYC as well as gatherings, retreats, and educational opportunities throughout the year.
- Coordinates programmatic support for volunteers in the areas of spiritual growth, leadership development, intentional community, and vocational discernment.
- Monitors progress of YAVs through periodic individual visits and communications with partners.
- Serves as first point of contact for YAVs in case of emergency.

Relationship with Site Placements:

- Works with partner organizations to identify appropriate job placements for volunteers.
- Ensures proper supervision for volunteers in their work placements.
- Provides orientation and support for supervisors to ensure healthy job placements.

Recruitment and Outreach:

- Interprets goals and vision of the YAV program and NYC site to churches and the wider PC(USA).
- Builds and maintains relationships with relevant young adult programs for the purpose of recruitment and promotion of the YAV program as a whole.
- Maintains relationships with partners including churches, the Presbytery, and job placements.
- Maintains the social media platforms for promotion and interpretation of the YAV program.

Program Administration:

- Works in cooperation with and provides regular reports to local board/Administrative Commission, helps moderate monthly commission meetings.
- Ensures the payments of volunteer stipends and manages the facilitation of YAV benefits.
- In coordination with local board, performs year-end exit interviews with each YAV.
- Updates site information on the YAV website for informational purposes with the YAV office.
- Works with commission to maintain local housing for YAVs.
- Prepares an annual budget for the YAV site in collaboration with the commission and maintains regular financial reporting.

Participation in Broader Program:

- Participates in gatherings of PC(USA) YAV site coordinators, calls with PC(USA) YAV staff, as well as PCUSA YAV program meetings, reflective work, and overall program planning.
- Serves as a colleague in ministry with other YAV Site Coordinators.
- Lives out the PC(USA)'s Matthew 25 mandate by continuing the work of anti-racism and dismantling white supremacy.
- Works in cooperation with the YAV office and other PC (USA) offices related to the position.

And other duties as dictated by the needs of the YAV Program.

Qualifications:

- Experience working with young adults and commitment to their growth, spiritually, and vocational discernment.
- Understanding of proper boundaries
- Bachelor's degree
- Strong skills in communication, organization, time management, and prioritization required.
- Abilities in budget management, administrative work and maintaining a complex program calendar
- General knowledge of the YAV program and PC (USA) preferred
- Commitment to the mission of the PC (USA)
- Training in conflict mediation preferred.

To apply, please send a cover letter and resume to the YAV Board at wramirez@fapc.org.