



**Loudoun Youth Inc.  
Program Coordinator Job Description**

**Primary Function:** To coordinate and implement key Loudoun Youth Inc. programs and support the activities of the board of directors.

**Reports To:** President and CEO of Loudoun Youth Inc.

**Average Weekly Time:** 20-25 hours. This is an hourly position. Time requirements will fluctuate based on program schedule.

**Location:** Loudoun County. This position will require travel to various locations throughout Loudoun County.

**Pay Range:** \$15-22/hour.

**Estimated start date:** March 1, 2012

**Key Roles/Functions:**

- ***Coordinate the Leadership Loudoun Youth program.***
  - Coordinate program committee meetings
  - Create and manage budget throughout the program
  - Update brochure and marketing materials
  - Send notification/communications to youth groups
  - Organize participant selection process and meetings
  - Binder and material creation for the week including bios and materials from speakers
  - Manage the week's agenda
  - Coordinate transportation for the week
  - Contact and coordinate with host organizations/corporations
  - Attend both program weeks' events including chaperoning the two opening day overnights
  - Organize final celebration
  - Order/create diplomas and other giveaways
  - Create, manage and compile evaluations
  - Write thank you letters for speakers, hosts and sponsors
- ***Assist with the coordination of other key Loudoun Youth programs including Youth Fest, Battle of the Bands, the Youth Advisory Council and the Step Up Loudoun Youth Competition.***
  - Attend program meetings as Loudoun Youth Inc. representative
  - Create and maintain positive relationships with key program partners
  - Solicit in-kind and other small donations to support the programs
  - Attend and assist with coordination and promotion of program events
  - Assist with securing and managing program volunteers
  - Report on progress to supervisor and board of directors
- ***Provides assistance to support the activities of the board of directors.***
  - Assist with preparation of thank you letters and other correspondence.
  - Develop bi-monthly e-newsletter through Constant Contact.
  - Update and maintain the organization mailing list.
  - Assist with maintenance of content for website.
  - Compile donor packets and other information for board of directors.
  - Keep board of directors aware of program events which they can attend and participate in.
- ***Answer and handle phone calls and general email inquiries.***
- ***Other duties as assigned.***

**Skills/Knowledge Desired:**

- Bachelor's Degree
- CPR and First Aid Certification
- Experience working with high school aged youth
- Experience working with volunteers
- Organizational skills
- Good written and oral communication skills.
- Adept with Microsoft Office, especially Word, Excel and PowerPoint.
- Working knowledge of Constant Contact or other e-marketing software
- Flexibility to work some evenings and weekends.
- Ability to lift 20 pounds
- Reliable transportation
- Other duties as assigned.

**Loudoun Youth Inc.:**

Loudoun Youth Inc. was founded as a 501(c)(3) nonprofit organization in 2005. The mission of Loudoun Youth is to coordinate community resources to assist in the development of youth programs and create leadership opportunities for youth. The organization supports and develops programs that provide teens positive out-of-school activities in safe environments helping teens become confident, engaged and contributing members of the community. We accomplish this through community partnerships with organizations and agencies including Loudoun County Parks, Recreation and Community Services (PRCS), the Loudoun Youth Advisory Council (YAC), Leadership Loudoun and the Advisory Commission on Youth. Since our inception, we have raised over \$600,000 for youth programs throughout Loudoun County.

**Interested?**

Please submit a cover letter, resume and references by no later than Thursday, February 16<sup>th</sup> to Christina Druther at [cdruther@loudounyouth.org](mailto:cdruther@loudounyouth.org) or mail to: Loudoun Youth Inc., Attn: Christina Druther, PO Box 1732, Leesburg, VA 20177.