

**LOUISIANA GREEN CORPS
JOB DESCRIPTION**

JOB TITLE: YOUTH CORPS PROGRAM DIRECTOR

CLASSIFICATION: FULL TIME/ SALARY

REPORTS TO: EXECUTIVE DIRECTOR

TYPE: SALARIED/ EXEMPT

Outreach, Employer Engagement, and Partnership Development

- Builds and maintains relationships with employers, environmental advocacy groups, program partners, trainers, and funders.
- Represents the Youth Corps in the community, advocating for positive youth development, environmental sustainability, and equitable economic growth.
- Plans and directs outreach and recruitment efforts for programming, including hosting information and application sessions and making presentations to partner groups.
- Markets programming through writing press releases and creating and updating marketing materials.

Program Delivery

- Responsible for meeting program goals for recruitment and job placement.
- Develops training schedules that include curriculum input from program partners, employers, and environmental sustainability stakeholders.
- Manages recruitment and intake activities.
- Manages activities of contract instructors and trainers.
- Ensures all program paperwork and procedures are in compliance with funder's guidelines.
- Builds and maintains positive rapport with participants.
- Manages all AmeriCorps enrollment procedures.
- Oversees the completion of time-tracking, progress, and program reports.
- Delivers documents and reports to government offices (must use own vehicle).
- Creates new opportunities to include sustainable building and environmental training into the program schedule through presentations by partner groups and service learning activities on sustainable building and/ or conservation projects in the community.
- Makes connections between employer partners and participants.
- Recruits and manages program interns and volunteers.
- Occasionally drives 15-passenger van to take participants to trainings, college tours, interviews, and other events as needed.
- Manages participant tracking, paperwork completion, background checks, and drug testing as needed.
- Manages post-program follow up procedures.

Financial

- Identifies strategic partnerships to leverage support.
- Assists with preparation of grant proposals, program budgets, and contract continuation proposals.
- Manages program budgets.

Operations

- Manages program staff activities, evaluates performance, and fosters professional development experiences.
- Knows and carries out the published policies of the agency.
- Completes other administrative duties as assigned.

BENEFITS:

- Group health and dental benefits
- Excellent paid time off package
- Reimbursement for mileage and portion of monthly cell phone

REQUIRED QUALIFICATIONS:

LAST REVISED ON 12/5/14

- Must be positive, enthusiastic, and adaptable person.
- Have knowledge of and passion for responsible environmental stewardship and positive youth development.
- Bachelor's Degree in Business, Human Services, Education, or related field. Master's degree preferred.
- Experience managing programs.
- Experience managing people.
- Experience managing budgets.
- Experience in fund development capacity.
- Valid Louisiana Driver's License, clean driving record, and reliable transportation to use to attend meetings and deliver documents to agency partners and ability to drive a 15-passenger van to transport participants occasionally.
- Excellent writing, computer, communication, and organizational skills.

Interested applicants send a resume to info@lagreencorps.org