



Leadership Development Coordinator Job Description

Position Summary

The Leadership Development (LD) Coordinator manages year-round programs for participants, ensuring consistency with the mission, culture, strategic plan and philosophy of C5 Youth Foundation of Texas. The LD Coordinator designs and executes experiences for youth, including residential summer experiences, weekend events, workshops, and activities throughout the school year. The LD Coordinator is responsible for overseeing delivery of curriculum consistent with C5 Texas outcomes. In addition, the LD Coordinator serves as a member of the Program Team, working together to deliver leadership experiences for all C5 Texas youth.

The LD Coordinator is responsible for overseeing delivery of a comprehensive curriculum during our summer camp sessions, and at weekend events throughout the school year, designed to equip youth with the skills needed to become leaders in their community. In the early years, youth experience skill building and challenge in an outdoor education environment. In the later years, youth are provided opportunities to lead themselves and others. The LD Coordinator will assist programming at Camp Leadership U, U2 and Bridges Trek, a residential summer experience for youth in grades 8, 9 and 10. The leadership development coordinator is also a part of the C5 selection team, working with our community partners, students and families to recruit and select new teens to join an incoming class each year.

1. Build and sustain a Leadership culture

Performance measures:

- a. Each participant is supported through the leadership development model.
- b. Every participant is given multiple leadership opportunities throughout their C5 experience.
- c. Leadership is celebrated on social media and throughout the organization.
- d. Commitment to leadership and leadership practices are built into events.

2. Develop and implement Leadership curriculum

Performance measures:

- a. Facilitated programming meets high quality standards using experiential learning model.
- b. Seasonal/part-time staff are supported in their efforts to facilitate high quality activities and experiences.

- c. School Year weekends (Pathways) are intentionally planned to maximize skill building and application experiences.
- d. Effective collaboration, contribution and leadership in conjunction with the Program Team to continually improve program quality and delivery.

3. Engage and support individual participants in Leadership Development and the C5 Program.

Performance measures:

- a. Individual leadership plans are created for each participant.
- b. Participants are engaged in C5 Program, attending events, and ensuring retention from year to year, with a particular focus on the 8th Grade (Flint), 9th Grade (Lantern) and 10th grade (Hammer) classes.
- c. Participants are supported to meet expectations of the program in the areas of education/GPA, service hour completion, and social support needs.

4. Developing programming that Aligns with Leadership Development Curriculum

Performance measures:

- a. Teens are excited to engage in leadership activities outside of regular Pathways programming, and these experiences align with outcomes of leadership development programming.
- b. Cross class mentorship opportunities are evident throughout summer and school year programming.
- c. Partner opportunities are maximized and leveraged to complement the C5 Texas curriculum.
- d. A calendar of leadership opportunities is created with support from partners, providing teens with multiple and varied opportunities to lead in their communities.

Responsibilities

The position requires working evenings and weekend days, as well as, during the summer months, the position requires working and living onsite up to 3 weeks. The list of activities and tasks that the position is responsible for include, but are not limited to, the following:

- Guide, support and track all student participants throughout the entire program experience and engagement with C5 Texas
- Maintain database to track youth participation and outcome measures
- Ensure the safety and health of all participants and uphold Texas Health and Human Services, American Camp Association and other regulatory entity standards, as well as serves as the American Camp Association alternative lead.
- Ensure youth are prepared for programming in subsequent years.
- Assist with seasonal staff recruitment and identify good candidates for seasonal employment
- Recruit, hire, train, supervise, and motivate seasonal staff to deliver quality programming

- Collaborate with C5 Texas leadership and staff, and maintain relationships with partner organizations
- Plan and facilitate year -round programming, including weekend events, after-school workshops, Saturday events and significant summer experiences for up to 150 youth at a time
- Ensure that annual curriculum goals are met to prepare youth for programming in subsequent years
- Ensure that organizational outcome measurement goals are met to prepare youth for programming in subsequent years.
- Create and conduct continuous program improvement surveys, receiving feedback and suggestions from youth and parents.
- Manage the program within an approved annual budget
- Share information and opportunities with Program Team members, to allow for additional collaboration and outreach efforts

Knowledge & Skills

- Strong motivation to support and develop others with learning experiences that result in academic, career and life success
- Ability to provide reliable support to young people and act with integrity in times of stress, excellent interpersonal skills, with the ability to establish and maintain good relationships with young people. patience, tolerance, communication, and flexibility. a sense of adventure and a willingness to try new things.
- People-orientation and respect for working with others across diverse populations
- Versatility to handle dynamic change and multi-task
- Initiative and ability to think strategically to achieve outcomes
- Follow policy and maintain standards, demonstrating strong work ethic
- Work in a data-driven and process-driven organization
- Empathy toward others and social-emotional skills
- Self-management (setting goals, managing time and priorities)
- Demonstrate leadership, teamwork and collaboration skills in working with youth, staff and volunteers
- Diplomacy, problem-solving, conflict management, planning and organizing
- Writing and presentation skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)l Google Suite and databases
- Working knowledge of the Internet for research
- Working knowledge of office systems/equipment
- Ability to travel to communities in north and central Texas. A valid driver's license is required.
- Capable of hiking and walking to all activity areas
- Ability to lift 40 pounds and carry a distance of 50 or more feet

Education & Experience

- Bachelor's degree or higher in a related field
- 2 years of experience in similar role
- Experience developing trusting relationships with students from diverse backgrounds
- Experience in group facilitation and experiential learning.

Experience working and provid