



## ADMINISTRATIVE JOBS

*2021 options include:* 1) Program Coordinator, 2) Youth Activities & Scheduling Coordinator

**Program Coordinator:** Oversee strategic areas of program delivery related to youth and staff development and staff management. Serve as “first point of contact” for families. Ensure program content quality and proper implementation. Organize DC-based arrivals and departures and the end of session DC trip for international youths. Train and support counseling and program staff, monitoring overall youth and staff experience. Coordinate and design youth orientation and end-of-program activities as well as all-Village events. Maintain morale and keep communication flowing among staff teams. Coordinate implementation of honor system. Meet regularly with counselors, workshop staff, and administrative staff ensuring GYV goals are met.

**NOTE:** *This position begins full time in mid-May, working remotely until moving to the Global Youth Village site in June.*

### **Key Qualifications**

- College graduate with *at least 2* years professional youth work and staff management experience, and at least 25 years of age.
- Previous professional level administrative, programming or counseling experience with teens, preferably in a residential, camp setting. (Previous Global Youth Village experience as a participant or staff is preferred but not required.)
- Demonstrates experience in areas of youth development and leadership training.
- Demonstrates ability to communicate clearly and effectively based on knowledge of effective cross-cultural relations.
- Previous experience training others in the areas of: communication, group management, discussion facilitation, decision making, creative / critical thinking, and problem solving. (Trainer or trainers experience preferred.)
- Demonstrates an understanding of the demands of working in a multi-cultural environment, and is able to apply Legacy’s training principles in effective multi-cultural team building.
- Proven team-leading and staff management experience with an ability to manage, delegate, inspire, and draw upon the talents of different people. Also able to effectively manage conflicts using a variety of communication styles.

**Youth Activities & Scheduling Coordinator:** Design and implement all-Village schedules, considering all the various needs of the Village, from cabin life, to evening programs and support functions. Keep all communications flowing and confirm staff assignments. Coordinate the afternoon electives and recreational activities for youths. Support staff in the planning and delivery of these activities. Safely deliver DC-based arrivals and departures and the end of session DC trip for international youths. Enthusiasm, high personal stamina, and an ability to inspire groups & individuals are key!

### **Key Qualifications**

- College graduate with at least 1 year professional youth work and staff management experience
- Previous professional level administrative, programming or counseling experience with teens, preferably in a residential, camp setting
- Experience working with youth in an educational, travel or other exchange program
- Ability to creatively schedule and plan programs, including trips planning
- Demonstrated ability to handle multiple tasks simultaneously, schedule events, and manage numerous details for large groups of people
- Orderly. Able to organize and set realistic timeframes involving copious information and multiple tasks.
- Outstanding written and oral communications skills; ability to communicate clearly and effectively with others.
- Excellent attention to detail and facile in use of Excel or other software/platforms (Google Doc) to enable organizing and sharing/communicating complex plans.
- Some previous teaching experience highly desirable.
- Knowledge of Washington DC metro area preferred.