



International Youth Services Coordinator

Job Description

(as of Dec, 2016)

Make the GYV experience a smooth and memorable one for our international visitors. Oversee fulfilling the needs of international participants throughout their US stay: arrange arrival and departure logistics, communications with home, and help those going through cultural adjustments. Oversee and organize all GYV off-campus trips: 1) DC-based arrivals and departures; 2) DC-based travel program (in-between session A & B); and 3) day trips with entire Village (once per session) in local region. As trip coordinator, responsible for day-to-day staff and group management with an eye towards safety, and facilitating the group's learning process. Serve as representative of Legacy International / Global Youth Village in public.

Primary responsibilities include:

- Coordination of arrival and departure logistics for all international teens (ranging from 10 to 50 youths.) This will be in conjunction with families, sponsoring institutions, such as U.S. Embassies, or Legacy's travel agent.
- Work with Callie Hubbard (Outreach Coordinator) to establish a rapport with students and families (answering questions; showing ways to follow the experience on social media)
- Implement a social media plan with Legacy's team
- Finalize all logistics (ground transport, hotels, meals, laundry, etc.)
- Finalize the design and implementation of a 3-5 day Washington, DC trip: logistics, budget management, and orientation of staff team (2-4 additional people).
- Advise and mentor GYV staff interacting with international youths. Work closely with staff on any special needs
- Offer [afternoon recreational activities](#) and support [evening programs](#) at Global Youth Village
- Manage trip budgets
- Orient and manage staff teams during trips
- Make decisions keeping in mind the safety and security of youths at all times; manage emergency situations, and obtain proper medical care if needed. Discipline as needed.
- Comply with and implement America Camp Association trip and travel standards (first aid preparedness, emergency communication procedures, youth conduct in public, medical and insurance documentation, etc.).

Responsible To: Global Youth Village Director

Minimum Qualifications:

- Experience working with youth in an educational or exchange program
- Experience in trip planning and logistics.
- Outstanding written and oral communications skills; ability to communicate clearly and effectively with others, especially with non-native English speakers.
- Excels in attention to detail
- Prior experience managing budgets
- Ability to establish priorities, responds to unanticipated needs, and work under pressure.

- College graduate
- Minimum age 25
- Stamina and ability to work long, active hours, while managing other staff & youth during extended periods on-duty while traveling.
- Ability to learn quickly with a “can-do!” attitude while juggling many tasks
- Open to living and working in the Global Youth Village’s rural camp setting.
- Ability to create a harmonious group dynamic; manage group dynamics (20 or more teens) during travel programs.
- Proven ability to work effectively as a member of a team; ability to manage a team.
- U.S. Citizen or permanent resident
- First aid and CPR certified (preferred, not required)
- Knowledge of Washington DC metro area preferred.

Essential Functions:

1. Ability to effectively communicate with youths and staff, and to provide necessary instruction, feedback, and training.
2. Ability to observe youth behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and provide appropriate guidance and discipline.
3. Ability to communicate to staff and youths the safety regulations and emergency procedures in case of an all-camp emergency.
4. Visual and auditory ability to identify and respond to environmental and other hazards.
5. Cognitive and communication abilities to plan and manage complex events & tasks with large groups, and coordinate staff team.
6. Possesses strength and endurance required to maintain on going supervision of youth in an urban environment or GYV’s rural, residential camp setting.
7. Ability to operate essential office equipment needed to carry out responsibilities (i.e. telephone, computer, photocopy machine).

APPLY