

# JOB ANNOUNCEMENT

## PROGRAM CONSULTANT

Average of 15 hours per week with a range of 12-18, hourly position \$9/hr

**Organization Description:** **Youth Educational Services** is a non-profit volunteer organization with 12-14 community service programs. Programs range from working with people who are: homeless, elderly, and youth, to offering services not available through service agencies. Y.E.S. offers college students leadership and volunteer opportunities in Humboldt County.

**Position Description:** Each Program Consultant will actively consult 3 to 5 Y.E.S. programs. Unlike Program Directors who have a lot of autonomy, program consultants will work collaboratively with the Coordinator and other Program Consultants. They will also work closely with the Governing Body, Service Learning Center, University Administrators, other staff, and program directors. Program Consultants will act as an advisor for Y.E.S. program directors regarding the needs of their individual programs such as recruiting and training volunteers, implementing service projects, and planning and facilitating program meetings.

### **Position Requirements:**

Work 12-18 hours per week, with an average of 15 hours per week, in a part-time student staff position. Seven hours of this time will be designated for office hours (this includes program consultations, planning Monday night class, Y.E.S. business such as organizing the DIN paperwork and updating calendars), and six hours will be designated for meeting times (this includes Monday Night Class, internal staff meetings with Program Manager and “All Staff Meetings” with the Service Learning Center). The applicant should be available for flexible scheduling, occasional evening and weekend hours. Applicants are hired the end of Spring for the following year. Upon hiring there is a 3 hour orientation on in May.

### **Required Start Dates:**

- **Fall Semester start date minimally a week before classes start. Depending on funding can start be required to start a day or so earlier.** The first week back will include training, planning, and running of Fall retreat.
- **Spring Semester start date is the Monday before Martin Luther King Day.** The first week back will include training, planning, and running of Spring retreat.

### **General Duties:**

- Responsible for collaborating with other staff members in the planning, facilitating, and implementing of training topics at Monday Night Class. 4:45-7:00pm.
- Participate in weekly internal staff meeting (s) to coordinate, problem-solve, and set staff tasks for the week.
- Weekly to Monthly consultations with 3-5 programs.
- Answer questions of program directors, volunteers, governing body members, phone callers and entire community. Expect to occasionally provide office coverage for Y.E.S.
- Participate in all Y.E.S. organizational functions such as fall festival, fundraising activities like the Serve-A-Thon, and help to organize and event or chair a committee such as retreat planning or Open House.
- Establish a timeline of the semester for staff and self.
- Revise and administer end of the semester staff and program evaluations.

- Participate in a personal job evaluation once a semester.

**Specific Program Consultant Expectations:**

Maintain direct contact with programs on a consistent basis throughout the year.

Listen actively to program directors and volunteers. Help them clarify their goals and objectives, concerns, issues, and problems.

Assist directors in defining roles, personal learning goals, methods of communication, and resolving conflicts. Offer facilitation and conflict mediation support.

Build rapport and trust with program directors. Let them define how you can best support them in attaining their goals as directors. Tailor your consulting style to fit their needs in terms of how often (can be as often as weekly) and how formally you consult with them. Acknowledge and reinforce their progress and accomplishments.

Schedule regular comprehensive consultation meetings with your programs throughout the semester, to check in with directors. Hold a final consultation at the end of each semester for program closure. Complete consultant update forms after meeting with programs to keep in files and route to other staff.

Attend at least one meeting and one activity for each of your programs per semester.

**Act as a sounding board and resource to program directors regarding:**

- Program Proposals
- Volunteer recruitment, screening, training and motivation
- Safety training and discussions about risk management
- Cultivating shared leadership and identifying new directors in time to attend winter retreat
- Effective meetings and workshops
- Utilizing advisors
- Volunteer retreats
- Successful fund-raisers
- Client participation
- Community participation
- Documentation and budget management (with Operations Manager)
- Budgeting for program proposals or events

**Qualifications:**

Effective written and oral communication skills, excellent organizational skills, ability to be flexible and supportive of others. Recent or prior experience as a Y.E.S. director for 2 semesters or equivalent leadership experience. Able to hold the position for one year from August – May.