

JOB DESCRIPTION

Job Title: YouthBiz Director (SG 18)

Organization Segment: Young Americans Center for Financial Education

Reports to: VP/Programs

Status: Exempt

Position Summary:

Design, implement and evaluate all YouthBiz programming. Responsible for the training of YouthBiz staff, teachers, volunteers and other individuals on how to provide participants the opportunity to learn about entrepreneurship, personal financial management, business creation, and the basic components of business finance, marketing, and operations. Manages the day-to-day operation of YouthBiz program implementation. Supervises YouthBiz employees engaged in the daily operations associated with different YouthBiz programs under the limited guidance of the Vice President/YouthBiz.

Position Responsibilities:

- Serves as the lead facilitator of all YouthBiz programming throughout school year and acts a summer program session lead during summer programs; answers questions from other employees, teachers, parents, and participants and resolves problems.
- Interacts with program vendors to ensure quality of products and reliability of equipment.
- Provides feedback to Vice President/YouthBiz about curriculum enhancements and program operations.
- Cultivates and manages content partners for YouthBiz Stars program to enrich program delivery and grow capacity.
- Proactively seeks improvement to program processes, including, but not limited to, YouthBiz StartUp and YouthBiz Out of the Box teacher training, facilitation and evaluation; YouthBiz Stars Workshops program content, scheduling, recruiting, and execution; YouthBiz Stars Business Competition applicant recruiting, application process, and youth engagement strategy; YouthBiz Marketplace participant recruitment and registration, staff coordination, and event day operations; YouthBiz Mentoring Program recruitment of mentors and mentees, first meeting coordination, and follow-up evaluation.
- Seeks and secures program delivery partnerships to expand program reach.
- Manages partnerships with youth retail space providers.
- Develops, plans and implements attractive workshop offerings for both current and new YouthBiz Stars participants.
- Oversees active mentor relationships through YouthBiz Mentor Program, including check-ins, evaluations, and mentor matching.
- Oversees all facets of YouthBiz Marketplace planning, coordination and implementation, including management of event day staff, business partners, youth participants, parents, and Youth board members.
- Assists in the development of effective marketing campaigns for the recruitment of teachers, administrators, partners, marketplace participants, YouthBiz Stars Business

Competition applicants, and summer camp participants, in collaboration with the Development team and VP/YouthBiz.

- Maintains up-to-date records on program participation through Salesforce platform.
- Suggests and implements edits to YouthBiz curriculum, MOUs and all programs materials with approval from VP/YouthBiz.
- Provides professional development for new staff regarding YouthBiz operations.
- Assists with marketing of all programs offered by Young Americans to educators, parent volunteers and other individuals.
- Provides support to educators before, during and after their involvement in YouthBiz.
- Works with Development team to ensure needs of sponsors are met, makes suggestions to provide new and exciting sponsor opportunities.
- Manages YouthBiz event volunteers, when applicable.
- Assists with developing and monitoring the program budget.
- Orders and/or oversees that sufficient supplies and program kits are available.
- Organizes and conducts Teacher Training via on site and virtual trainings.
- Acts as a summer program session director during summer programs; answers questions from other employees, parents, and participants and resolves problems during the camp.
- Prepares all camp materials for camps leading.
- Makes edits to camp schedules and lessons.
- Directly supervises the YouthBiz Coordinator(s) as applicable.
- Participates in selection process of YouthBiz Coordinator(s).
- Prepares and conducts the YouthBiz Coordinator's performance evaluation when applicable.
- Champions the mission and approach of YouthBiz by being a positive, proactive ambassador within the youth and economic development sectors, as well as business and startup communities.
- Provides support to other programs leadership team members.
- Represents the organization at various functions as needed to promote programs.
- Attends outside activities as requested.
- Coordinates/assists with special projects as assigned.
- Performs other duties as assigned.

Knowledge, Skill & Ability:

- Comprehensive knowledge of National Entrepreneurship Standards and 21st Century Skills.
- Comprehensive knowledge of entrepreneurial process, startup cycle, and key components of business finance and accounting, sales and marketing, and operations.
- Knowledge of Common Core standards.
- Knowledge of the Young Americans' programs and services.
- Knowledge of the principles and practices associated with effective education techniques as they apply to children and adults.
- Knowledge of effective classroom management techniques.
- Knowledge of the principles and practices associated with effective supervision.
- Knowledge of fundamental accounting concepts and procedures.

- Ability to communicate effectively, both orally and in writing with children and adults.
- Ability to handle stress and maintain discipline while working with 6-100 children per session. YouthBiz in-school participants are ages 10-16 yrs. Summer program participants are 10 – 15 years. YouthBiz Marketplace participants are 6 – 21 years. YouthBiz Stars Applicants are 6-21 years.
- Ability to work effectively in a team environment.
- Flexibility to work irregular hours including some evenings and weekends.
- Ability to prepare and maintain records and reports.
- Ability to multitask, plan, organize, and carry out assignments within given deadlines.
- Ability to exercise attention to detail.
- Ability to be bonded and maintain current driver's license.
- Ability to become and maintain CPR and First Aid certification.
- Proficient using Word, Excel, Microsoft Publisher and other software.

Education and Experience:

- Educator experience and a Bachelor's degree desirable in the areas of business, education, or the equivalent combination of training and experience.
- Working knowledge of free enterprise and/or small business operations.
- A minimum of two years' experience working with children.
- Previous supervisory responsibilities preferred.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be constructed as an exhaustive statement of essential functions, responsibilities or requirements.

Compensation/Benefits: The salary range for this position is \$47,800 to 59,800. The salary will be commensurate with skill level and applicable experience.

Medical, Vision and Dental insurance: Employee cost is 10% of the employee-only premium per month. In addition, we cover 67% of any addition cost for spouse and/or family if elected by employee, remaining 33% is paid by the employee per month. Offer group term life, accidental death-dismemberment life insurance and long-term disability insurance (no cost to employee).

401(k) Plan: Young Americans matches 25% of the employee contribution based on IRS plan limits. Company match is fully-vested immediately.

PTO (Paid Time Off) / Holidays:

- Date of hire through 5 years - 120 hours
- 6 through 10 years – 160 hours
- 11 + years – 200 hours
- 11 paid holidays