**Leadership Lincoln**

**Youth Program Coordinator**

**Job Description**

**Leadership Lincoln Mission**

Leadership Lincoln develops strong leaders for a stronger Lincoln.

**Overview**

The Youth Coordinator position oversees and runs Youth Leadership Lincoln (YLL) and YouthInspire, our YLL Foundation and reports to the Executive Director. The position is responsible for the planning, preparation, and implementation of YLL. In addition, the position assists in the fund development, and other programs as needed at the discretion of the Executive Director. This is a full-time position.

**Job Responsibilities**

* Develops and facilitates youth and/or adult leadership programs and implements curriculum and training materials to support these programs aligning with LL’s mission, vision, and strategic plan. Evaluates and updates programs and curriculum to make sure that they meet or exceed expectations of the LL organization, Board of Directors, participants, partners, and community.
* Independently plans, organizes and works with staff, committees, and program chairs to coordinate LL programs and other youth/leadership activities and programs. Monitors program and expenditures.
* Attends youth and/or adult program days, activities, and meetings as required.
* Assists in fund development for the youth program and YouthInspire fund.
* Proactively seeks opportunities for youth and/or adults to serve the community.
* Assists the Executive Director with special projects

The statements are intended to describe the general nature and level of work being performed by the program coordinator. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.

**EQUAL EMPLOYMENT OPPORTUNITY**

Leadership Lincoln provides equal employment opportunities (EEO) to all employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.