

New York City **National YAV Site Coordinator**

Position description:

Implementation of the Young Adult Volunteer (YAV) program in New York City and promotion of the YAV program overall. The site coordinator is the point person for all communication and oversight of the volunteers, placements, local partners, and local board relationships. She/he is also the prime mentor and nurturer of the YAVs.

Hours: 20 hours on average with fluxes in calendar according to need

Salary: \$30,000

Essential position tasks and responsibilities:

- Participate in gatherings of YAV site coordinators.
 - Site coordinator needs to work in cooperation with and provide regular reports to the local board.
 - Actively recruit volunteers and promote the YAV program locally and nationally.
 - Participate in interviewing, selection, and screening of YAV candidates.
 - Work with partner organizations to identify appropriate placements for individual volunteers.
 - Support the requirement of all YAVs to attend the annual program-wide orientation.
 - Provide local orientation for YAVs upon arrival to site.
 - Ensure payment of stipends and other funds provided for volunteer expenses.
 - Provide training, guidance, and support for YAV during their year of service and learning.
 - Monitor progress and situation of YAVs through visits, communications, consultations, gatherings, and retreats.
 - Facilitate regular YAV gatherings and retreats.
 - Ensure supervision for volunteers in their work placements.
 - Provide orientation, and monitor and support supervisors for healthy placements.
 - Coordinate programmatic support for volunteers in spiritual growth, leadership development, intentional community, and vocational discernment.
 - Work in cooperation and communicate regularly with the YAV office and other WM offices related to the position. Regularly update site information provided on the YAV website and for recruitment/informational purposes with the YAV office.
 - Interpret goals and vision of the YAV program to supporting churches and the wider PC(USA).
 - Maintain communication and development of relationships with local partners
 - Performs year end exit interviews with each YAV
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- Works with local board to maintain sufficient and proper housing for NYC YAVs
 - They should also be ready and willing to make connections with organizations and ministries within PCUSA, across the city, and around the country.

Qualifications:

Commitment to Jesus Christ and the mission of the church

Experience working with young adults

Earned Bachelor's degree

General knowledge of the YAV program and PC(USA)

Rudimentary abilities in budget management

Vocational truth: In this city brimming with life in all its diverse forms and opportunities in expected and unexpected places, one must feel called to this exciting role.

Resumes with full contact information sent to: fourth_ave_pastor@yahoo.com by February 6th.