



## Volunteer Center OF THE LEHIGH VALLEY

**Job Title:** Youth Council Program Leader

**Hours:** 15-20 hours per month (estimated)

**Hourly Rate:** \$18-20/hour

**Schedule:** Flexible schedule that will include one monthly evening meeting and a minimum of one monthly Saturday volunteer service project in addition to administration and management of the Council.

**Location:** Volunteer Center of the Lehigh Valley offices; 968 Postal Road, Allentown, PA 18109

### **About the Role:**

We are seeking a passionate and organized leader to guide our Youth Council, a group of high school students dedicated to giving back to the community through nonprofit engagement. This role blends mentorship, program coordination, and community outreach. The Youth Council Leader will manage student engagement, support program visibility, and ensure strong communication with partners and stakeholders. This position will be supported by administrative support from the VC Staff.

### **Responsibilities:**

- Recruit and manage student participation, including outreach to local high schools.
- Mentor students in leadership, teamwork, and community impact.
- Coordinate with administrative staff to ensure program updates are completed and shared.
- Help maintain program visibility, including basic website updates and capturing success stories.
- Document impact and highlights to share with leadership, board members, and funders.
- Facilitate one monthly evening Youth Council meeting, guiding leadership development and planning. Includes engaging Advisory Board and Community Leaders to present and engage with the students.
- Collaborate with nonprofit partners to provide meaningful service opportunities.
  - Plan and lead one Saturday volunteer service project per month (and others for specific service days throughout the year).
- Engage and communicate regularly with VC leadership & the Youth Council Advisory Board.

**Qualifications:**

- Passion for working with high school students and fostering community engagement.
- Experience in youth programs, volunteer coordination, education, or nonprofit work preferred.
- Strong communication, organizational, and relationship-building skills.
- Ability to commit 15-20 hours per month, including evenings and occasional weekends.

**Why This Role Matters:**

This is an opportunity to shape the next generation of community minded and trained leaders while strengthening the connection between youth and the nonprofit community.

**To Apply:**

Please submit your resume and a brief statement about your interest in youth leadership and community service to [naomi@volunteerlv.org](mailto:naomi@volunteerlv.org)