Youth Leadership Development Initiative Director

Position Overview
The Youth Leadership Development Initiative Director position will be responsible for the Initiative operations, programming, development, and will supervise all initiative team members. The Director will work to ensure the operations of the Youth Leadership Initiative meet the guidelines and requirements of grant funding as well as working to ensure mission alignment in developing and implementing youth leadership development.

Reports to
TVCDC Deputy Director

To Apply
Please email a cover letter and resume to jobs@thundervalley.org. Include “Youth Leadership Development Initiative Director” in subject line.

Compensation & Benefits
Annual Compensation: $45,000-$55,000– depending on experience.
Position Type: Full-time, hourly, non-exempt, not to exceed 40 hours per week during probationary period, exempt/salaried after transition from probation to permanent.
Position Location: TVCDC Porcupine Offices with regular regional travel.

Benefits:
- Health Insurance- Employee premium paid by TVCDC
- Dental Insurance- Employee premium paid by TVCDC
- Vision & Hearing Insurance- Employee premium paid by TVCDC
- Simple IRA with up to a 3% match from TVCDC
- Accrued Paid Time Off up to 160 hours per year
- 12 annual paid holidays
- Paid Administrative leave during office closures for inclement weather

Essential Duties & Responsibilities
- Develop, organize and manage internal operations, including day-to-day functions and overall strategic planning for initiative.

Thunder Valley Community Development Corporation
290 Empowerment Drive • Porcupine, SD 57772 • Office (605) 455-2700 • Fax (605) 455-2970
• Create program curriculum/schedule, participant expectations, policies, and procedures that provide the opportunity for educational, professional, and personal development of participants in a safe and fun environment.
• Create system of evaluation for program applicants that will allow you to select 30 participants 11-18 years of age.
• Develop safety plans/training/equipment as needed to ensure risk reduction for program participants during day-to-day activities and off-site travel.
• Create structure allowing program participants to be actively involved in event/activity planning, marketing, and execution.
• Create, communicate, and manage participant expectations.
• Work collaboratively with other Thunder Valley CDC Programs/Initiatives in creating day-to-day curriculum/schedule and participant development.
• Provide initiative reports/updates and administration as needed.
• Forecast budget and manage initiative finances.
• Ensure flexibility in scheduling to allow oversight of evening/weekend events.
• Oversee YLD Youth Mentors.
• Coordinate programming with school administrators and community organizations.
• Work with youth for continued program development and growth.
• Attend all necessary training and conferences related to the Initiative.
• Develop networking system with likeminded programs/initiatives.
• Responsible for the management and development of all Initiative employees/interns.

**Qualifications, Knowledge, Skills**
• Bachelor’s degree or equivalent experience in education, curriculum development.
• Prior experience overseeing and building relationships with teens one-on-one and in groups.
• Organized, able to manage a variety of young people, activities/events, and curriculum.
• Skilled leader with a focus on developing employees and participants.
• Self-starter eager to learn, grow, and expand initiative.
• Adept in budget forecasting and management.
• Prior grant management experience preferred.
• Passionate about culturally relevant and leadership development focused programming.

**Thunder Valley Community Development Corporation**
290 Empowerment Drive • Porcupine, SD 57772 • Office (605) 455-2700 • Fax (605) 455-2970
- Proficient in Microsoft Office programs, and adept in email/online navigation.
- Current, valid Drivers License.
- Must be able to pass South Dakota and Federal background check in order to work in schools and with youth.

ADA Specifications
TVCDC is committed to making reasonable accommodations in accordance to the ADA for disabled employees who meet job requirements for education background, employment experience, skills, licenses, essential job duties and function, and any other qualification that are job related. Employees must be able to perform tasks that are essential to the job, with or without reasonable accommodation. The Youth Leadership Development Initiative Director may be required to use the computer for extensive periods of time. Extended working hours and travel may be necessary. May be required to lift and carry up to 50lbs and participate in physical work/activities in a variety of weather conditions.

Mission Driven
Ideal candidate has as a strong belief in the TVCDC mission and wants to be a part of a growing and constantly evolving organization.

Thunder Valley CDC Mission
Empowering Lakota Youth and families to improve the health, culture, and environment of our communities, through the healing and strengthening of cultural identity.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.