Ohio-West Virginia Youth Leadership Association
Job Description

Job Title: Horseshoe Assistant Director

Reports to: Horseshoe Director (“HD” referenced below)

Direct Reports: Indirect Reports:

FLSA Status: Exempt

SUMMARY OF PRIMARY JOB FUNCTIONS:
The Horseshoe Assistant Director has an important impact on the effectiveness of Horseshoe’s role in helping achieve the Mission of the Ohio-West Virginia Youth Leadership Association. The Horseshoe Assistant Director will increase participation at the Horseshoe Leadership Center and the Horseshoe Recreation Area. The Horseshoe Assistant Director will also promote the use of Horseshoe by YLA participants, schools, government at all levels, faith-based groups, Y’s, economic and community development groups, civic associations and others as ways to advance YLA’s mission of renewing family, school and community life.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist HD and acts as a spokesperson for the Horseshoe Leadership Center through public communication media and other means
- Assist HD in leading Horseshoe’s key role in achieving YLA’s Vision, Action Agenda and Work
- Assist HD to maintain a competent and effective managerial staff
- Assist HD in providing leadership to organization personnel through effective objective setting, delegation, and communication
- Assist HD to conduct staff meetings to disseminate pertinent information
- Assist HD to delegate authority and responsibility to managerial staff when appropriate
- Assist in bringing to capacity Horseshoe summer camp and year-round enrollment, sponsorships for campers, appropriate groups to use Horseshoe throughout the year and revenue with enrollment targets established in consultation with the Horseshoe Director
- Assist to create and conduct Horseshoe’s programs
- Assist HD to recruit, train, and supervise seasonal, part time and full time Horseshoe staff
- Assist HD to manage the Horseshoe operation including volunteers, facility, program, partnerships and budget to achieve Horseshoe’s potential
- Assist HD to manage current and seek out new partnerships including those with government entities
- Assist HD to maintain and exceed whenever possible the standards for camping of the American Camping Association, West Virginia Department of Health and Human Services, United States Forest Service, insurance companies, other agencies and organizations related to Horseshoe
- Assist HD in the development and implementation of the Horseshoe Site Development Plan as well as laws impacting Horseshoe including and not limited to the Historic Preservation Act and the Americans with Disabilities Act
- Represent Horseshoe before civic, religious, service, education, economic and community development groups, government and others
- In cooperation and coordination with the Horseshoe Director and other staff, raise contributions for Horseshoe and the overall work of the Ohio-West Virginia YLA
- Assist HD in providing budgetary control throughout the year
- Assist with the expansion of YLA into every school in counties near Horseshoe
- Attend and assist with state-wide YLA conferences
- Identify and cultivate program volunteers as well as policy and fund raising volunteers
- Work as part of a staff and volunteer team to bring all YLA programs together in a unified approach to achieve our Mission
ESSENTIAL WORK SKILLS REQUIRED:

- Must support the Mission of the Ohio-West Virginia Youth Leadership Association and its experiential asset-building learning model
- Must have the intellectual capacity, curiosity and background to engage youth, staff and adult volunteers in the civic, international, economic and social issues of the day including the preparation, motivation and challenge required for young people to step forward with youth designed initiatives to improve their homes, schools, and communities
- Must be skilled in human relations, able to relate in positive, helpful and effective ways with other staff, participants, parents, volunteers, contributors, school personnel, community and state leaders, alumni, vendors, local organizations, and the general public
- Must understand and is able to implement the group work process with youth, understands the developmental needs of youth and is able to relate personally to and work creatively with them
- Must understand and appreciate the unique nature of YLA as a lay-staff partnership and is able as well as willing to positively work in and cultivate this partnership
- Must be skilled in using YLA’s program model of engagement, servant-leadership, service-learning, civic participation and entrepreneurship to prepare participants to return home ready to make differences for good in their homes, schools and communities
- Must have excellent verbal and written communication skills with persons of all walks of life, staff, media, groups and organizations
- Must be proficient with office equipment such as phones, computers, printers, photocopiers, and fax machines
- Must have the ability to use the media (social media, radio, video, television, print, photography) to tell Horseshoe’s story
- Must possess excellent management skills in areas of staff, finance, resources, program, etc. and assists in recruiting sponsors for our programs, finance drives and other financial development efforts
- Must have exceptional organizational skills and is able to organize others, tasks and materials, can manage time and resources effectively, meets deadlines, is self-motivated and directed
- Must be able to work cooperatively as part of a lay-staff team, is willing and able to learn and to learn from others
- Must be able to see the big picture, engages diverse persons and organizations in common efforts and connects persons, groups and their actions to the larger YLA Mission
- Must be able to take what exists now and build quality programs, increase participation, achieve and maintain ever cleaner and safer environments, increase revenues that allow for continuing improvements as well as the employment of additional staff
- Must have the ability to juggle multiple projects simultaneously and maintain superb accuracy
- Must possess an intermediate skill level with computers and Microsoft Office Suite

WORK ENVIRONMENT:
This position operates in a professional office environment and/or and outdoor camp environment for the majority of the time. At times the employee will be on location at event venue. The employee will constantly use standard office equipment such as computers, phones, printers, photocopiers, filing cabinets and fax machines. Occasionally the employee is exposed to cold, hot and wet weather.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. Using close vision and adjusting focus for reading and writing is required. The position is a majority of the time sedentary. The employee is frequently required to stand; sit; walk; handle or feel; and reach with hands and arms. The position frequently requires the ability to lift and carry 5 pounds. This position occasionally requires the ability to lift and carry items weighing up to 50 pounds. The employee will be required to do extensive travel throughout Ohio and West Virginia.
POSITION TYPE/EXPECTED HOURS OF WORK:
This is a regular full time exempt position. The usual hours of work will fall during the week, Monday through Friday 8:30 AM to 5 PM. During youth programs and/or if groups are staying on site, the work hours will also include evenings and weekends. **Per insurance requirements, the Director or an appointed full-time YLA staff member (such as Assistant Horseshoe Director) must be on property while campers and user groups are on property.** The Assistant Horseshoe Director will be provided private housing on site at the camp property during the main camping season of May – July and will be expected to live on site and work extended hours as needed during staff training and camp programs.

EDUCATION AND EXPERIENCE:
Bachelor’s degree with a minimum two year work experience in not-for profit program and/or working with youth, and/or in for-profit work. Must have experience in creating, managing, and adhering to budgets as well as managing staff. Master’s degree preferred.

OTHER REQUIREMENTS:
- Must be at least 25 years old to be considered for this position
- Must pass pre-employment, post-accident, and random drug & alcohol tests once hired
- Must have valid driver’s license and dependable, insured vehicle
- Must adhere to policies in Employee Handbook
- Must be willing to be involved and interactive with the general public
- Must be an effective communicator with small and large groups from youth to professional, community service groups to educators, and every kind of group one finds in our communities and states
- Must have strong belief in and passion for YLA programs, purpose and mission
- Must be willing to travel as needed and be flexible in response to unexpected tasks or situations
- Must possess exceptional written and oral communication skills
- Must have valid social security number

OTHER DUTIES:
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Horseshoe Assistant Director date
Horseshoe Director date