



POSITION TITLE: ImagineX Program Coordinator

REPORTS TO: Senior Director of YF Neighborhood

☐ Part Time ☒ Full Time ☐ Seasonal
☐ Hourly ☒ Salary Exempt ☐ Salary Non-Exempt

Youthfront is seeking a collaborative leader with an entrepreneurial spirit and passion for working with young people for its Program Coordinator role with Youthfront Neighborhood. This role is supported by a new national grant initiative (2024-2029).

KEY RESPONSIBILITIES

ImagineX Youth Social Entrepreneurship Program:

- Working closely with Youthfront Neighborhood's leadership, provide day-to-day management and leadership for Youthfront's social entrepreneurship program for youth, leading an average of five new cohorts per year with 15 students/cohort
- Recruit new organizations and ministries to start new ImagineX cohorts with their students and volunteers.
- Train and coach other facilitators to implement ImagineX cohorts
- Project manage the re-design and production of the program curriculum
- Administrate the process to develop a professionally designed curriculum
- Assist program coaches with plans and launches of ventures
- Track and communicate program outcomes and data to Youthfront leadership and grant administrators for the program
- Assist in establishing partnerships for the program or its ventures

Other Youthfront Neighborhood Programs:

- Assist at Snack Shack KC 1-2 afternoons per week in operations and expansion of Snack Shack KC youth social enterprise. Provide an on-going adult presence building relationships with youth while maintaining firm boundaries as well as serving families and community members.
- Assist Youthfront Neighborhood team with events, youth service projects, seasonal programming and fundraising initiatives as assigned
- Attend Youthfront corporate and team meetings

Summer Ministry:

- Facilitate Amp'd Up Summer, our 8 week youth summer discipleship program, for youth in Argentine in coordination with YF Neighborhood's youth pastor.

GENERAL RESPONSIBILITIES

- Assist with organization-wide fundraising initiatives
- Attend and help at ministry sponsored events
- Represent the organization, its interest, and programs
- Maintain a positive working relationship with clients, vendors, and partners
- Follow all procedures and policies as outlined in the staff handbook

MINIMUM QUALIFICATIONS *(check all applicable qualifications)*

- ☐ High school diploma or GED
- ☐ Associate Degree or Equivalent Experience
- ☒ Bachelors Degree or Equivalent Experience
- ☐ Masters Degree or Equivalent Experience
- ☐ Years of Related Experience

ESSENTIAL FUNCTIONS *(check all applicable functions)*

- ☐ Ability to lift up to lbs
- ☒ Driver's License Required
- ☐ Ability to operate farm equipment and heavy machinery
- ☒ Other: Willing & able to drive a 15 passenger van with students

Youthfront is committed to the full inclusion of all qualified individuals. As part of this commitment, Youthfront may provide persons with disabilities reasonable accommodations. This position description is a general guide for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.