

# Volunteer Center of Lubbock

## Youth Program Manager Job Description

The Volunteer Center of Lubbock is seeking a passionate, relationship-driven, and highly organized Youth Program Manager to lead and grow our youth leadership and service initiatives across the South Plains.

This position plays a key role in empowering young people to discover purpose through service, leadership development, and meaningful community engagement. The Youth Program Manager will oversee and strengthen the Volunteer Center's youth programs, including:

- **HYPE (Helping Youth Purposefully Engage)**
- **Youth in Service**
- **Youth for Impact**

Through these programs, students gain opportunities to lead projects, serve nonprofits, build relationships, and become active changemakers within their schools and communities.

We are looking for someone who believes deeply in the potential of young people, thrives in a collaborative environment, and is excited to help shape the next generation of servant leaders in Lubbock.

## Position Summary

The Youth Program Manager is responsible for planning, coordinating, and implementing youth leadership and volunteer programs that engage students, schools, nonprofit partners, and community leaders throughout the South Plains.

This role combines program leadership, relationship management, mentorship, communication, and strategic program growth. The ideal candidate is a self-starter who can independently lead initiatives while also working collaboratively within a small, mission-driven team.

The Youth Program Manager will build strong relationships with schools, nonprofit agencies, volunteers, educators, parents, and community stakeholders to ensure programs are impactful, organized, and aligned with the mission and values of the Volunteer Center of Lubbock.

The ideal candidate is proactive, adaptable, and eager to contribute ideas that strengthen and grow youth programs over time. This individual should be comfortable taking direction, receiving feedback, and working collaboratively in a fast-paced, team-oriented environment. We are looking for someone with initiative, strong personal values, emotional maturity, and a genuine desire to continue learning and growing professionally.

At the Volunteer Center, we value problem-solvers who approach challenges with positivity, flexibility, and an "everything is figureoutable" mindset.

This is an opportunity to help inspire and equip young people to become lifelong leaders and engaged community members while making a lasting impact throughout the South Plains.

# **Key Responsibilities**

## **Youth Program Leadership & Growth**

- Lead and grow the Volunteer Center's youth leadership and service programs
- Develop meaningful service-learning experiences and leadership opportunities for students
- Encourage growth, participation, and continued development within youth programs
- Foster a positive, inclusive, and engaging environment where students feel empowered to lead and serve
- Mentor and support youth participants as they build confidence, leadership skills, and community connections
- Identify opportunities to strengthen and expand youth engagement initiatives

## **Event Planning & Program Coordination**

- Plan and coordinate youth-focused service projects, leadership events, trainings, volunteer opportunities, and program activities connected to the Volunteer Center's youth initiatives
- Manage logistics for youth programs and events, including scheduling, registration, communication, supplies, volunteer coordination, and event preparation
- Create engaging and organized experiences that encourage student participation, leadership development, and community involvement
- Collaborate with schools, nonprofit partners, and community organizations to coordinate successful youth programming
- Assist with and attend the Volunteer Center's signature events and community initiatives as part of the overall team
- Occasionally attend evening or weekend youth events and Volunteer Center activities as needed

## **Relationship Building & Community Engagement**

- Build and maintain strong relationships with schools, educators, nonprofit partners, sponsors, volunteers, and community leaders
- Serve as a positive and professional representative of the Volunteer Center throughout the community
- Recruit and engage students, schools, and partners in youth initiatives
- Collaborate with team members to strengthen community impact and program visibility

## **Communication & Administration**

- Communicate effectively with students, parents, schools, volunteers, and community partners
- Maintain organized records, calendars, and program materials
- Track participation, program outcomes, and engagement data as required for grant reporting
- Assist with marketing and promotion of youth programs through outreach, newsletters, and social media
- Support storytelling efforts that highlight student impact and community engagement

## **Preferred Experience & Qualifications**

The ideal candidate is a relationship-driven leader with experience in youth engagement, nonprofit programming, volunteer management, education, or community leadership and is passionate about developing young leaders through service and community involvement.

Qualified candidates will demonstrate:

- Experience working in nonprofit, education, youth development, volunteer management, or community engagement environments
- Experience leading programs, projects, events, or volunteer initiatives
- Strong organizational and project management skills
- Excellent written and verbal communication abilities
- Strong interpersonal and relationship-building skills
- Ability to work independently while collaborating effectively within a small team
- Positive attitude, adaptability, and problem-solving mindset
- Professionalism, initiative, and emotional maturity
- Demonstrates initiative, creativity, and a willingness to contribute new ideas
- Comfortable receiving feedback and implementing direction with professionalism and adaptability
- Strong sense of personal integrity, responsibility, and accountability
- Growth-minded with a desire to continuously improve and develop professionally
- Ability to remain positive, flexible, and solutions-oriented in a dynamic environment
- Approaches challenges with a problem-solving mindset and a willingness to learn
- Passion for leadership development, service-learning, and community impact
- Experience working directly with middle school, high school, or college-aged students preferred

Preferred:

- Bachelor's degree or equivalent professional experience in education, nonprofit management, communications, leadership, social work, or a related field
- Experience facilitating groups, trainings, leadership programs, or volunteer initiatives

## **Position Details**

- Full-time position (30–40 hours per week)
- Includes approximately two evening commitments per month
- Includes approximately two Saturday events per year
- Some local travel within the South Plains area may be required

Selected candidates must be willing and able to complete a background check prior to employment.

This job description is intended to outline the general responsibilities and expectations of the position but is not intended to be an exhaustive list of all duties. At the Volunteer Center, we value flexibility, collaboration, and a willingness to jump in where needed as part of a supportive, mission-driven team environment. Additional responsibilities and projects may be assigned as organizational needs evolve.

## **Equal Opportunity Employer**

The Volunteer Center of Lubbock is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and program participants. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, disability, veteran status, or any other protected characteristic under applicable law.