



Youthlinc Team Leader Job Description

This position is ideal for adult volunteers who are passionate about furthering Youthlinc's mission both on a local and international scale, empower individuals and build community.

Team Leaders are directly accountable to the International Service Director and Executive Director.

Essential Skills:

- Successful experience working with young people
- Excellent people and management skills
- Excellent communication and facilitator skills
- Team Leaders are cheerleaders for our humanitarians
- Team leaders must have strong leadership skills

Team Leader Position Description:

- An Ambassador of Youthlinc: both in local work and internationally everything you do is a reflection of Youthlinc. Team Leaders are responsible for ensuring that the mission of creating lifetime humanitarians is at the forefront of all decisions and actions.
- Recruitment: in order for teams to travel they must meet at least 30 participants, team size must meet budget requirements (varies) and have an appropriate mentor: student ratio. Team Leaders play a major role in ensuring their team is a healthy size. This requires actively recruiting for the Service Year and retaining participants when they are placed on your team.
- Facilitate all monthly team meetings, prepared with an agenda packed with important information, Youthlinc curriculum and community building. Directly coordinate with ISD and In-Country partners to oversee all international projects. Team Leaders are responsible for providing information, training, and support to Mentors regarding committee work and international projects. So they may empower youth to engage and prepare.
- Team leaders are responsible for mentoring and empowering your team of participants to problem solve, be creative, and follow through on all requirements, tasks, and projects.
- Create a space and a community that fosters growth and development for all!
- Understand and be comfortable in preparing and leading group through international travel logistics (travel, flights, navigation, meals, water, accommodation, excursions, proper packing, and responsible traveling, cultural nuances, and expectations of comfort)

Youthlinc Team Leader Requirements

- Must have been a service year mentor in the last 3 years.
- Must reside in Utah during the entire Service Year
- Must be competent in all common computer software
- Must be able to understand and follow budgets and reconcile international expenses
- Must attend four quarterly team leadership trainings (October, December, February, April)
- Must attend a monthly team leadership meeting with ATL, Service Year Director, and International Service Director
- Must have weekly communication with Service Year Director and/or Internationals Service Director (30 minutes)
- Must attend all team meetings
- Must take an active role in recruiting participants to the Service Year (team leaders and immediate family members) are ineligible for referral program benefits
- Mentor and empower alum leaders and mentors
- Collaborate with ATL to complete weekly task lists established by Service Year Director and ensure the team runs smoothly as possible
- 3-5 hours minimum per week completing weekly tasks and communication from October to August