



YOUTH LEADERSHIP ACADEMY

A Not-For-Profit 501 c 3 Corporation

Job Posting: YLA Trainer

Organization: Youth Leadership Academy

Physical Location: Elgin Community College – Building K, Room 109

Mailing address: 410 Renner Drive, Elgin, IL 60123

Classification: Part-Time Employee

Reports To: YLA Executive Director

Posting Date: June 4, 2014

Closing Date: June 27, 2014

Mission of the YLA: We engage and inspire youth to maximize their potential to become successful community leaders through the access and responsible utilization of post-secondary education.

About the YLA: The YLA is a 501c3 non-profit organization. It offers a unique mentoring environment for students from low-income backgrounds who are statistically less likely to attend college than their non low-income peers. We offer leadership training sessions two Saturdays per month during the academic year to our cadets (7th – 12th grade) from across the Elgin Community College (ECC) District 509, which includes Illinois school districts U-46, D300, D301, and D303. The YLA is currently serving approximately 120 students total. In addition to the leadership training, we offer free academic tutoring, Service-Learning projects, field trips and many volunteer opportunities to participate in community events. At the conclusion of their six years with YLA, if they are in good academic standing when they graduate from high school and they are still residing within ECC District 509, cadets will be awarded a full tuition scholarship to attend Elgin Community College for two consecutive years to complete an associate's degree (they need to maintain grade requirements). Further, some YLA graduates may qualify an additional full tuition scholarship at Judson University for two additional years to complete a bachelor's degree. The motto for YLA is: "I AM on the path to success. I AM college bound." To learn more about the YLA, visit www.ylaecc.org.

Position summary: The trainer is responsible for organizing, coordinating and delivering quality leadership training to YLA cadets. Trainer will work with both a grade level classroom of up to 25 students (7th – 12th grade) and with a mixed-grade small group of students focused on a particular community service learning project. Trainer is also responsible for carefully observing students, evaluating each student based on demonstrated leadership skills, and communicating progress (or lack thereof) to both students and their parents. Lastly, trainers are

expected to engage in the YLA staff team by participating in regular team meetings and assisting with larger organizational efforts aimed at building up the students, parents and volunteers.

Essential duties:

- During the months of July and August, meet and coordinate with the YLA staff team to develop grade appropriate lesson plans for leadership training sessions during the academic year. These are to be created by following self-determination principles and cadet needs based on collected observable data.
- Attend all YLA Saturday sessions held at Elgin Community College during the school year starting August 23, 2014 through middle of May 2015 (see scheduled YLA sessions for the 2014-2015 school year under “Requirements”). YLA training sessions are held an average of two Saturday mornings per month during the academic year. Staff meeting is held at 8:00 am each morning, then learning sessions take place with students starting at 9:00 am and end at 12:00 noon. All YLA training sessions are held at Elgin Community College’s main campus.
- Be responsive to e-mail and phone communication on a weekly basis regarding organizational announcements, progress monitoring, and other YLA staff team-related work.
- Share progress of each cadet with his or her parent / legal guardian on an average of once per semester, based on YLA program metrics.
- Implement YLA policy in the classroom, especially as it relates to Code of Respect, dress code, attendance and tardiness.
- Serve as an individual role model for all YLA cadets by exhibiting excellence in leadership and mentoring care for the cadets’ well-being and progress towards their educational goals.
- Attend YLA community and fundraising events as able.
- Other duties may be assigned.

Requirements / Competencies:

- Dedication to be a part of the YLA staff team for the full academic year and be present at all scheduled YLA Saturdays: Aug. 23, Sept. 6 and 20, Oct. 4 and 25, Nov. 8 and 15, Dec. 6 and 13, Jan. 17 and 31, Feb. 14 and 28, Mar. 14 and 21, Apr. 18 and 25, May 2 and 9.
- Strong experience working with youth, preferably those who come from low economic backgrounds.
- Good technological proficiency, in particular, technological applications in the classroom.
- Highly skilled in organization, planning and communication.
- Excellent understanding of overall leadership skills, including (but not limited to) problem solving, decision making, time management, public speaking, prioritizing and goal-setting.
- Not-for-profit environment experience a plus.
- Highly motivated and self disciplined.
- Must have positive and professional attitude.
- Must have own transportation.

- Fluent in Spanish (written and verbal) a plus.

Payment

- This position is considered a part-time employee position, with a commitment level of 12 months.
- Payment is \$100 per Saturday session during the academic year.
- No benefits (medical insurance, vacation pay, paid sick days, etc...) are available for this position.

Supervision

Works under the primary supervision of the Program Coordinator and the general supervision of the Executive Director.

Education

- Bachelor's Degree required.
- No licenses required.

Please send a cover letter and resumé to:

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