

**The American Legion**

**National Headquarters**

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| **Job Title:** | **YOUTH PROGRAMS MANAGER** **(BOYS NATION, YOUTH CADET LAW ENFORCEMENT, SCOUTING)** | **FLSA Status:** |  |
| **Division** | **24-AMERICANISM** | **Job Group:** | **2-Admin. Professionals** |
| **Grade:** | **15** | **Job No:** | **P2405** |
| **GENERAL SUMMARY:** |
| Serves as coordinator for American Legion Boys Nation program and serves as staff liaison to department Boys State program directors. Serves as staff liaison to the national organization of the Boy Scouts of America and to department Scouting chairmen and has responsibility for oversight of American Legion Eagle Scout of the Year and Belgrano trophy selection processes. Serves as staff liaison to the Youth Cadet Law Enforcement (YCLE) Committee, and executes strategies developed by the committee for growth and development of department YCLE programs. Serves as liaison to the national chaplain and department chaplains.  |
| **ESSENTIAL FUNCTIONS:** |
| 1. Serves as program coordinator for American Legion Boys Nation, which includes collaboration for development of annual onsite event staffing, and program curriculum and scheduling development; logistical planning and coordination of: delegate registration and communications; event transportation, housing, meals, etc.; supplies and shipping; oversight of program budget planning, tracking, and management. serving as Boys Nation staff subject-matter expert and a resource for program information. Provides onsite staff support during Boys Nation.
2. Serves as staff subject-matter expert for Boys State program and liaises with department Boys State program directors.
3. Responsible for detailed planning, administration and coordination of the annual national Combined Americanism Conference session(s) as assigned, which may include, but is not limited to, oversight of the Boys State and Scouting program sessions.
4. Serves as staff liaison to the Youth Cadet Law Enforcement (YCLE) Committee. Staff duties include, but not limited to: helping execute strategies developed by the committee; preparing meeting agendas, reports and communications for the committee chairman; supporting and assisting the committee chairman with the facilitation of meetings as needed; serves as YCLE staff subject-matter expert and a resource for program information.
5. Serves as staff liaison to the national organization of the Boy Scouts of America and to department Legion Scouting chairmen, serving as staff subject-matter expert and a resource for program information.
6. Serves as staff liaison to the national chaplain; supports the national chaplain with his/her schedule, and with planning and facilitation of the annual Patriotic Memorial Service and annual national chaplain’s breakfast at national convention.
7. Prepares annual budgets and exercises fiscal oversight for administrative, program and operational expenditures as assigned.
8. Responsible for research, preparation, review and update/revision of assigned literature and publications.
9. Travels as a representative, and at the direction of the National Organization, to meetings of The American Legion, and to other meetings related to the work of assigned commission and/or committee(s).
10. Successful completion of sexual abuse awareness training and a criminal history background check is required annually when supporting programs requiring direct contact with minor children.
11. Other duties as may be assigned by the Director, Americanism.
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| **REPORTING RELATIONSHIP (reports directly to): Director of Americanism Division** |
| **MINIMUM SKILLS REQUIRED FOR ESSENTIAL FUNCTIONS (Select only one under each category):** |
| **Education/Technical Knowledge:** |
| Four-year degree or knowledge of specialized principles or techniques equivalent to those that would normally be obtained through a formal four-year college/university academic program; or in-depth specialized training directly related to the type of work to be performed.  |
| **Additional Skills Needed:** |
| 1. Eligibility for membership in The American Legion is highly desired but not required; eligibility for membership in the Sons of The American Legion and/or American Legion Auxiliary is also favorable.
2. Experience with administration of youth programs or project management is favorable.
3. Two-years experience in administrative work with a nonprofit organization; five-years experience in “grass roots” volunteer program work.
4. Excellent public speaking, writing and managerial skills.
5. Proficiency in computer use to include: Microsoft Office: Word, Excel, Access, PowerPoint, Outlook, AS400, Internet Explorer, financial software, and social media.
6. Ability to travel extensively, by air and other means.
7. Knowledge of the programs and the policies of The American Legion.
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| **Experience:** |
| 3 years to 5 years. Other: Experience in administering volunteer programs. |
| **Supervision of Others:** |
| The position is responsible for recommendations in the areas of compensation, staff selection, disciplinary action, complaints, employee performance appraisal and similar supervisory duties for a work unit. Plans, assigns and evaluates the work of subordinates while performing limited technical work not related to supervision. Supervises one or more functional supervisors.  |
| **OTHER JOB RELATED FACTORS:** |
| **Problem Solving:** |
| Involves the investigation and analysis of information readily available, interpreting data, planning ahead in the complete layout of work for others.  |
| **Impact of Decisions:** |
| Work involves opportunities for judgmental errors which would result in added costs or reduced efficiency within and between major portions until corrected – usually requires longer time.  |
| **Internal and Public Contacts:** |
| Outside organization which could affect the prestige of the organization and would involve influencing various citizens, and the community. |
| **Physical Factors and Working Conditions:** |
| Physical demands of the job require the ability to do conference/meeting set-up that includes room arrangement, AV preparation and use, and distribution of materials (lifting). The employee is regularly required to talk and hear. Specific vision abilities required by this job include vision, distance vision; color vision, peripheral vision, depth perception and ability to adjust focus, either corrected or uncorrected. Working conditions are within a well-lighted air-conditioned office environment. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the physical demands of the job. |
| **\*THE AMERICAN LEGION RESERVES THE RIGHT TO MODIFY, INTERPRET OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE COMPANY DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. EMPLOYEES ARE REQUIRED TO PERFORM ANY OTHER FUNCTIONS OR DUTIES ASSIGNED TO THEM BY MANAGEMENT. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS “AT-WILL.”\*** |
| Created or modified on: SEP 2020 (revised) | By: Jill Druskis, Director, Americanism Division |