

Lambda Kappa Omega Sorority, Inc.

Youth Director

Job Description & Duties

Position Title

Youth Director

Reports To

National Vice President of Youth Services

Secondary Reporting Structure

Chapter President

Leadership Structure

National President → Vice President of Youth Services → Youth Director

Position Summary

The Youth Director serves as the primary leader, mentor, advocate, and program coordinator for the chapter's youth division. This position is responsible for planning and implementing youth programming, promoting leadership development, coordinating youth intake activities, facilitating communication with parents, and ensuring that youth members receive meaningful educational, social, and personal growth opportunities.

The Youth Director serves as the vital link between the sorority and the youth program while creating a safe, structured, and engaging environment where young members can thrive.

Core Responsibilities

Youth Program Leadership

- Provide leadership and direction for all youth programming.
 - Promote positive youth development and leadership growth.
 - Foster an environment of learning, mentorship, empowerment, and sisterhood.
 - Encourage active participation in chapter and national initiatives.
 - Support retention and engagement of youth members.
 - Serve as a positive role model for youth participants.
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Program Planning & Development

The Youth Director is responsible for planning and implementing annual and quarterly youth programming.

Responsibilities Include:

- Develop annual youth programming calendars.
- Implement all National Youth Campaigns each quarter.
- Coordinate local youth activities and projects.
- Gather program ideas directly from youth members.
- Facilitate youth voting on future activities and events.
- Ensure programming aligns with organizational goals and values.
- Assign event leads and support youth-led planning efforts.

Program Areas May Include:

- Educational Activities
- Leadership Development
- Community Service Projects
- Social Engagement Activities
- Empowerment Programs
- Etiquette Training
- Health and Wellness Activities
- Career Exploration Programs

Youth Leadership Development

- Encourage youth members to take ownership of projects and activities.
- Assign youth event leaders.
- Develop leadership skills through hands-on experiences.
- Create opportunities for public speaking and project management.
- Support confidence-building activities.
- Mentor youth officers and council members.

Event Lead Responsibilities

- Ensure leadership opportunities are distributed fairly.
- Encourage participation from all youth members.
- Pair experienced youth leaders with developing leaders.
- Promote teamwork and collaboration.

Intake & Membership Responsibilities

The Youth Director oversees youth membership intake and onboarding processes.

Responsibilities Include:

- Create youth intake calendars.
- Assist Youth Deans and Assistant Deans with intake activities.
- Monitor participation and attendance during intake.
- Ensure compliance with national youth guidelines.
- Coordinate communication with parents throughout the intake process.
- Assist with youth probate and presentation activities.
- Support youth leadership throughout the process.

Intake Expectations

- Facilitate rather than control the process.
 - Encourage youth ownership and involvement.
 - Ensure youth members actively participate in planning and preparation.
 - Provide guidance while promoting independence.
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Parent & Family Communication

The Youth Director serves as the primary liaison between the chapter and parents.

Responsibilities Include:

- Maintain regular communication with parents and guardians.
- Distribute quarterly calendars and event schedules.
- Provide event updates and reminders.
- Communicate expectations clearly and professionally.
- Ensure parents receive information in a timely manner.
- Address concerns and questions appropriately.

Communication Methods

- Email
 - Written Notices
 - Parent Meetings
 - Phone Calls
 - Approved Messaging Platforms
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Youth Council Participation

- Facilitate communication between chapter youth and Youth Council representatives.
 - Encourage youth participation in council discussions.
 - Address concerns and recommendations from youth members.
 - Support Youth Council initiatives and programming.
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Annual Goal Development

The Youth Director is responsible for creating meaningful annual goals for youth members.

Goal Expectations

Goals should promote:

- Teamwork
- Responsibility
- Service
- Leadership
- Personal Growth
- Community Involvement

Examples include:

- Community Service Projects
- Donation Drives
- Reading Challenges
- Leadership Development Activities
- Volunteer Hour Goals

All goals should be approved by the Vice President of Youth Services.

Youth Conference Responsibilities

The Youth Director is required to participate in the Annual Youth Conference.

Responsibilities Include:

- Attend the Annual Youth Conference.
- Submit chapter award nominations.
- Support conference planning and participation.
- Serve as a session facilitator when requested.
- Chaperone youth participants when assigned.

- Promote conference attendance and engagement.
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Girl Talk Programming

Each chapter must host structured Girl Talk sessions.

Minimum Requirements

- Four Girl Talks annually.
- Two sessions per youth organization.

Topics Include:

- Hygiene and Appearance
- Education
- Empowerment
- Etiquette
- Leadership
- Self-Esteem
- Personal Development

Objectives

- Encourage open discussion.
 - Build confidence and communication skills.
 - Provide age-appropriate education and guidance.
 - Foster positive peer relationships.
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Reporting Responsibilities

The Youth Director is responsible for maintaining communication with the Vice President of Youth Services.

Reporting Duties

- Submit Quarterly Youth Director Reports.
- Provide updates regarding youth activities and participation.
- Report concerns requiring national guidance.
- Submit requested documentation and records.
- Maintain accurate program records.

Communication & Email Management

Responsibilities Include:

- Check official email regularly.
- Respond to correspondence promptly.
- Maintain communication with:
 - Parents
 - Chapter Leadership
 - Regional Leadership
 - Vice President of Youth Services
- Distribute youth calendars and event information.
- Ensure communication remains professional and organized.

Records Management

Maintain and preserve youth program records including:

- Youth Applications
- Permission Slips
- Intake Calendars
- Youth Meeting Minutes
- Plans and Projects
- Bullying Contracts
- Youth Rosters
- Award Nominations
- Parent Communications

Forms Management

The Youth Director should maintain familiarity with:

- Account Ledgers
- Chapter Rosters
- Youth Applications
- Bullying Contracts
- Permission Slips
- Intake Calendars
- Youth Minutes

- Youth Forms
 - Youth Introductory Forms
 - Plans and Projects Forms
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Leadership Expectations

The Youth Director should demonstrate:

Proactive Leadership

- Anticipate youth needs and program challenges.
- Plan ahead for successful programming.

Adaptability

- Adjust programming to meet youth and chapter needs.

Communication

- Build strong relationships with youth, parents, and leadership.

Resourcefulness

- Utilize available resources to enhance programming.

Organization

- Maintain accurate records and program schedules.

Recognition

- Celebrate youth accomplishments and milestones.

Delegation

- Empower youth leaders and encourage participation.

Mentorship

- Serve as a positive role model and trusted advisor.
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