

Λ K Ω Vice President of Youth Services Position Summary

The Vice President of Youth Services of Lambda Kappa Omega Sorority, Inc. serves as the national leader and advocate for all youth programming and youth organizations within the sorority. This position is responsible for developing, overseeing, and supporting youth initiatives, youth leadership, youth conferences, youth intake processes, and chapter youth programs across the organization. The Vice President of Youth Services plays a vital role in promoting growth, retention, mentorship, leadership development, and engagement among youth members while ensuring consistency and structure throughout the youth program.

The Vice President of Youth Services must provide strong leadership, organization, communication, and guidance while working closely with Chapter Youth Directors, the Youth Council, the National Board, and local chapters. This role requires a proactive and creative leader who can effectively manage programs, mentor youth leaders, organize national activities, and ensure all youth initiatives align with the mission, values, and standards of the sorority.

Responsibilities

- Lead and oversee all youth service programs and youth initiatives throughout the organization
- Plan and implement quarterly youth activities, service projects, programs, and fundraisers
- Develop themes and programming that support youth growth, leadership, and engagement
- Supervise and support Chapter Youth Directors and ensure programs are implemented properly
- Meet with Youth Directors at least twice per year to discuss programs, goals, and concerns
- Oversee youth intake and renewal processes in partnership with the Vice President of Membership
- Review, verify, and maintain all youth applications, rosters, and membership records
- Maintain youth records, financial logs, applications, and reports on the shared drive

- Serve as Co-Chair of the Youth Council and ensure youth voices are heard within the organization
- Chair the Youth Committee and oversee planning for quarterly projects and youth conferences
- Plan and oversee the annual Youth Conference, including themes, sessions, and activities
- Ensure youth programs align with the sorority's mission and annual goals
- Conduct parent town halls to discuss youth expectations, programs, activities, and conferences
- Create and analyze youth surveys and prepare annual reports based on collected data
- Assist chapters with youth recruitment, retention, probate/intake activities, and program development
- Communicate with chapters, youth leaders, and the National Board regarding youth initiatives and expectations
- Monitor youth goals and ensure chapters with and without youth programs are meeting annual expectations
- Serve as the liaison between the youth organizations and the National Board

Experience & Qualifications Needed

- Previous leadership experience within the sorority, youth organization, committee, or community organization preferred
- Strong organizational, communication, and managerial skills
- Experience working with youth, mentoring, coaching, or educational programming preferred
- Ability to plan programs, conferences, activities, and organizational initiatives
- Strong leadership, problem-solving, and conflict-resolution abilities
- Ability to manage multiple projects, deadlines, and responsibilities effectively
- Strong understanding of organizational structure, communication, and chain of command

- Ability to maintain accurate records, reports, rosters, and financial documentation
- Ability to motivate, mentor, and positively engage youth members and chapter leaders
- Professionalism, flexibility, patience, creativity, and accountability required
- Commitment to youth development, leadership growth, service, and the mission of the sorority

Preferred Leadership Traits

- Proactive and adaptable leadership
- Excellent communication and listening skills
- Strong mentorship and motivational abilities
- Organization and time management
- Creativity and initiative
- Patience and professionalism
- Ability to delegate and collaborate effectively
- Commitment to supporting youth growth and organizational success