

Youth Development Training Coordinator Boys & Girls Club of the Capital Area

[The Boys & Girls Clubs of the Capital Area \(BGCCA\)](#) provides safe havens for young people by offering quality programs and critical relationships with nurturing and reliable adults. Club members have access to dedicated, trained professionals who can provide guidance in adopting healthy lifestyles and pursuing educational objectives.

Most importantly, Boys & Girls Clubs of the Capital Area equip young people with the skills they need to resolve conflicts peacefully, improve relationships with every aspect of their day-to-day lives and function as responsible citizens. From education and career programs to health and life skills, our staff and volunteers help inspire youth by providing an opportunity to belong, succeed and serve their community.

We seek a Youth Development Training Coordinator who is highly organized and well-versed in technology and data-driven solutions. Additionally, the individual should possess strong interpersonal skills and the ability to engage effectively with both internal and external staff. Candidates with experience in youth development and programming are encouraged to apply.

Goals and Duties of The Position

The VISTA, serving as the Youth Development Training Coordinator, will develop a comprehensive youth development training program, which will include in-depth professional development trainings, and career development trainings for staff.

The specific duties of the position include:

- Research and conduct an initial assessment of engagement and retention practices in similar organizations within the Capital Region.
- Complete a market analysis of the BGCCA's current employment opportunities.
- Conduct research and analyze program data to inform decision-making and programmatic improvements.
- Develop and maintain relationships with internal and external staff.
- Coordinate logistics and provide support for program events and activities, including training sessions, and community engagement events.
- Assist in the recruitment, training, and supervision of program volunteers and interns.

- Participate in program meetings and contribute to program planning and development efforts.

Minimum Qualifications:

- Must have an Associates level education or higher
- Have a growth mindset
- US citizen or have permanent resident status

Living Allowance:

VISTAs earn a living allowance for their service. The annual living allowance is \$22,882, which is \$877.66 on a bi-weekly basis.

- Supportive cohort of peers
- Ten free meals a week at Siena College
- Loan deferment for qualified student loans
- 10 paid personal and 10 paid sick days
- Siena Gym/Library/Career and Internship Center Access
- CDTA bus pass
- [Non-competitive eligibility for federal employment](#)
- \$6,345.00 Education Award upon successful completion of full-service term

Note: VISTAs and VISTA Leaders do not have access to on-campus housing.

Visit us online: <https://www.siena.edu/centers-institutes/ace> and on IG: [@sienavistas](#)

To Apply: [Click Here](#) or search “ACE” on the [MyAmeriCorps Portal](#) or email Taylor Disco, VISTA Director tdisco@siena.edu.

At Siena, diversity is an invitation to celebrate the uniqueness of each individual, as well as the cultural differences that enrich us all. Siena strives to ensure that individuals from all backgrounds and perspectives are served equitably. The diversity that students, staff and faculty bring to the College are viewed as a resource, strength and benefit to the College as a whole.