



**Director of Americanism and Children and Youth
The American Legion Department of Ohio**

The American Legion Department of Ohio seeks a Director to spearhead the Americanism and Children and Youth programs.

Job Description: Directs and oversees Americanism and Children and Youth Activities for The American Legion Department of Ohio. Reports to the Adjutant of The American Legion, Department of Ohio. Administers programs and initiatives developed by the Americanism Committee and Sub-Committees, the Department's Children and Youth Committee, and all Department Scholarship programs. Responsible for collecting, investigating, and vetting all requests for National Emergency Fund (NEF) requests.

Position Responsibilities:

1. Responsible for planning, coordinating, and organizing the Department Americanism Programs.
 - a. Budget preparation and fiscal oversight of the Americanism Committee.
 - b. Advise the Department Adjutant on policy matters of the Department Americanism committees and programs.
 - c. Provide staff liaison to the Americanism Committee.
 - d. Provide staff liaison to the Ohio State Patrol and to the Ohio State Patrol Auxiliary.
 - e. Provide staff liaison to the Department Youth Cadet Law Enforcement Program.
 - f. Administer the planning, coordination, and execution of the Department Americanism and Government Test Program.
 - g. Administer the planning, coordination, and execution of the Department Americanism and Government Trip.
 - h. Administer the planning, coordination, and execution of the Department Scouting Program.
 - i. Provide staff liaison to the Department Citizens Flag Alliance Program.
 - j. Provide staff liaison to The American Legion Department of Ohio Baseball Program.
 - k. Administer the planning, coordination, and execution of The American Legion Department of Ohio Baseball Program and Senior Tournament.
 - l. Provide staff liaison to the Department Special Olympics Committee.
 - m. Administer the planning, coordination, and execution of the Department Special Olympics Program.

- n. Provide staff liaison to the Department Oratorical Committee.
 - o. Administer the planning, coordination, and execution of the Department Oratorical Contest.
 - p. Provide staff liaison to the Dayton and Ohio Western Reserve VA Cemetery Decorating Programs.
 - q. Provide staff liaison to the Department Religious Emphasis Committee
 - r. Provide staff liaison to the Department Law and Order Committee.
 - s. Provide staff liaison to the Department POW/MIA Committee.
 - t. Provide staff liaison to the National American Legion Americanism Division.
2. Responsible for planning, coordinating, organizing, and execution of the program that serves The American Legion Buckeye Boys State.
- a. Budget preparation and fiscal oversight of The American Legion Buckeye Boys State.
 - b. Advise the Department Adjutant on policy matters of The American Legion Buckeye Boys State.
 - c. Provide staff liaison to The American Legion Buckeye Boys State Board of Trustees.
 - d. Administer the planning, coordination, and execution of The American Legion Buckeye Boys State.
 - e. Administer the Planning, coordination, and execution of The American Legion Buckeye Boys State Alumni Association.
3. Responsible for planning, coordinating, and organizing the Department Children and Youth Programs.
- a. Budget preparation and fiscal oversight of the Children and Youth Committee Budget
 - b. Advise the Department Adjutant on policy matters of the Department Children and Youth committees and programs.
 - c. Provide staff liaison to the Department Child Welfare Committee.
 - d. Provide staff liaison to the Department Scholarship Committee.
4. Interpretation of program objectives and American Legion Department of Ohio policies involving Americanism and Children & Youth to staff and volunteers by:
- a. Correspondence
 - b. Preparation of articles for publication
 - c. Public speaking
 - d. Preparation of legislative testimony
 - e. Planning and participation in various annual program conferences
 - f. Facilitation of training opportunities.
5. Represent The American Legion Department of Ohio and participate on committees and boards of other State level organizations whose goals are akin to Americanism and Children & Youth programs of The American Legion Department of Ohio.

6. Direct supervision of an Administrative Assistant; monitors employee performance and provides timely feedback on an on-going basis.
7. Other duties as assigned.
8. For more information on programs offered by The American Legion Department of Ohio visit www.ohiolegion.com.

Qualifications:

1. Be a veteran eligible for membership in The American Legion.
2. Excellent public speaking, creative writing, managerial and interpersonal skills.
3. Proficiency in computer use to include Microsoft Word, Microsoft Outlook, Microsoft PowerPoint, Microsoft Excel, Internet Explorer and Sales Force database.
4. Ability to travel extensively by air and other means.
5. Knowledge of the programs and the policies of The American Legion.

Deadline: 28 February 2017

Tentative Start Date: on or about 3 April 2017

To Apply: Please email or mail your cover letter, resume, and salary requirements to:

The American Legion Department of Ohio
C/O Department Adjutant
60 Big Run Road
Delaware, Ohio 43015

hr@ohiolegion.com (Subject: Director of Americanism)