



*Mile High Youth Corps helps youth make a difference in themselves and their community through meaningful service opportunities and educational experiences.*

### **Alumni Mentor: Conservation**

**Summary:** Responsible for providing leadership, support and training for all Mile High Youth Corps Southern Front Range Corpsmembers. Reports to Program Coordinator: Land Conservation.

#### ***Essential Functions***

##### **Program Planning, Design and Implementation**

- Participate in overall program planning and provide on-going suggestions for improvement and design.
- Assist program staff in the development and implementation of Corpsmember orientations.
- Assist program staff in developing spring trainings for Land Conservation Leaders.
- Support program staff in the enhancement of educational and training curricula.
- Plan and facilitate service projects, field trips, community meetings, journaling and team building activities.
- Support Land Program through site visits, project management, and risk management as needed.
- Promote the code of conduct, discipline policies and program procedures outlined in the employee handbooks at all times.
- Maintain and promote a positive corps culture.

##### **Corpsmember Development & Education**

- Provide support to Corpsmembers with their leadership roles throughout the term, including trainings, bi-weekly check-ins, and resource support.
- Assist program staff as needed in planning and facilitating Career Readiness Training activities.
- Substitute for Corpsmembers in the field as needed.
- Support staff to effectively meet logistics support needs.
- Create cross-crew recognition of Corpsmembers' progress and success.
- Promote individual learning, leadership and personal growth among Corpsmembers.
- Participate in national service days and all-Corps events.
- Provide bi-monthly reminders for Corpsmembers regarding their current Education Award hours and provide support and resources for ISP hours.
- Provide support to Corpsmember outreach efforts.
- Support the Development and Marketing Department in outreach and agency-related presentations.
- Support board and staff member trainings as needed.
- Assist other staff with the reporting required for funders and board members.

#### ***Qualifications***

**Education:** High School diploma or equivalent is required. At least two years of college or vocational training is preferred. Significant professional experience may be substituted for post-secondary education.

##### **Experience:**

- At least one year of serving with a diverse population of youth and serving with a diverse group of people in a team atmosphere.

- Previous experience in conservation, construction or landscaping, working with Youth Corps and working with chainsaws is highly preferred.

### ***Knowledge, Skills & Abilities***

- Must be eligible for enrollment in AmeriCorps as a US Citizen, National, or Lawful Permanent Resident. Documentation will be required on your first day.
- Must be able to meet Income Qualifications per grant requirements.
- Ability to motivate and communicate effectively with a diverse group of young people and staff.
- Valid driver's license with insurable driving record and ability to drive a 12-passenger van to and from service-sites.
- Must be able to lift 75 lbs., spend 8 hours a day in the sun and hike 7 miles with a day-pack.
- Ability to meet deadlines.
- Ability to learn new skills and demonstrate personal initiative.
- Member must not engage in any prohibited activities as listed in the AmeriCorps Member Service Agreement.
- Knowledge of basic computer skills.
- Ability to complete tasks in a detailed and timely manner.
- Superior people skills, including good speaking and writing skills.
- Ability to represent the agency in a professional manner.
- Ability to serve independently.
- Ability to serve well with others in a team atmosphere.
- Pre-service background check required. May be subject to FBI Background Check, which includes fingerprinting. This position does not have recurring access to vulnerable populations.
- Pre-service drug screen required. Drug testing may be required during term.
- Must be able to legally serve in the United States, which will be verified via the federal E-Verify program.

### ***Hours & Stipend***

- February 20, 2018 – December 21, 2018.
- Schedule: Monday – Friday, 7:00 a.m. – 3:30 p.m.; 40 hours per week
- Service-related overnight trips may be required for trainings, conferences, and projects
- Stipend: \$400 per week
- Health insurance provided through Cigna.

### ***AmeriCorps Education Award***

- A Corpsmember is eligible for a \$5,815 AmeriCorps Education Award upon successful completion of 1,700 hours of service.

### ***To Apply***

**Email:** Send resume and cover letter to [lizc@mhyc.net](mailto:lizc@mhyc.net) (include position title in subject line)

**Mail:** Send resume and cover letter to Mile High Youth Corps Attn. Liz Cummings, 1801 Federal Blvd., Denver, CO 80204

**Mile High Youth Corps is committed to diversity in principle and practice, both in the community at large and within the organization. We are, therefore, committed to having our internal operations and employment practices administered on a non-discriminating basis inclusive of, but not limited to, race, religion, color, socio-economic status, gender, age, sexual orientation, military or veteran status, physical or mental disability, marital status, or national origin.**