



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

Project Coordinator: Land Conservation (Southern Front Range)

Summary: Develops and coordinates land conservation projects, is responsible for the daily supervision, on-going training and development of seasonal Crew Leaders, and provides critical support for operations and risk management at Mile High Youth Corps.

This position reports to Senior Manager: Land Conservation.

Essential Functions:

Supervision & Management

- Supervises, monitors and evaluates the work performance of Crew Leaders on a regular basis.
- Works with Coordinators/Managers to effectively meet seasonal Crew Leader needs (orientation, technical trainings, regular crew leader meetings, etc.).
- Provides direct support to Crew Leaders in addressing Corpsmember job performance issues.
- Monitors Crew Leader adherence to discipline policies and procedures.
- Substitutes for Crew Leaders as needed.
- Promotes a solution-focused youth development environment in which Corpsmembers have the opportunity to develop new skills and experience personal growth.
- Enforces the code of conduct, discipline policies and program procedures outlined in the employee handbooks.
- Acts as a positive role model to all Corpsmembers and promotes a positive corps culture.

Project Development and Coordination

- Develops and secures land conservation fee-for-service (FFS) projects that provide positive work experiences for Corpsmembers and generate unrestricted income for the agency.
- Creates master schedule of all land conservation projects and updates regularly.
- Establishes partnerships with public land agencies, local governments and nonprofit agencies that work in the areas of environmental conservation, outdoor recreation, and community development/community improvement.
- Serves as the primary contact person for all land conservation partners and project stakeholders to plan and schedule future FFS projects.
- Coordinates partner relations and maintains regular communication with project partners through the duration of each project and throughout the year.
- Works with partners to complete the contract process to secure an MHYC crew. This includes estimates of time and materials.
- Resolves on-site client, technical and operational issues to ensure quality control and client satisfaction.
- Plans, coordinates and implements appropriate technical and educational trainings for land conservation projects for staff and Corpsmembers.
- Serves as primary field contact for all land conservation Crew Leaders on project and partner related issues

- Attends public/community-based meetings and networking events to cultivate new project partnerships.
- Recognizes and reacts to industry trends in natural resource management.
- Assists project partners in writing grant proposals and raising funds to hire MHYC for FFS projects.
- Serves as the primary lead for risk management practices, proactively anticipating training needs.
- Develops volunteer service projects for National Youth Service Day, Colorado Cares Day and Make a Difference Day as needed.

Administration

- Creates and confirms all SFR land conservation FFS project contracts and maintains complete and accurate files on each project.
- Provides written vital information before each project and collects reporting data at the conclusion of each project (site visit reports, project vitals, job hazard analyses, project accomplishment forms, photos, reports for funders)
- Coordinates billing for completed FFS projects in a detailed and timely manner with Finance Department
- Submits and monitors partner evaluations. Seek 100% response rate.
- Submits payables for tools, PPE, vehicles and facility vendors in a timely manner.
- Track all necessary data for funders and agency reports, preparing for site visits, and thoroughly tracking outcomes.

Operations

- Supports the oversight, assessment and review of all incidents (near misses, illnesses and injuries) and workers compensation claims.
- Coordinates vehicle training and fleet (vehicle, trailer and chipper maintenance, driver training and evaluation, etc.).
- Coordinate the procurement, security, distribution and inventory of materials, tools, safety equipment and field supplies for land projects.
- Assists with implementation of safety policies and procedures.

Agency Support

- Promotes agency mission in all activities.
- Promotes and maintains positive group morale.
- Submits staff reports for internal publication.
- Attends and participates fully in staff meetings and department/planning meetings.
- Other duties and responsibilities to be assigned as needed.

Qualifications

Education: BA or BS required. Certifications in appropriate land management technical skills preferred.

Experience: 1-2 years of project coordination and supervision experience required. 1-2 years of experience in natural resource management, volunteer management, conservation or working in a youth corps preferred. Experience managing budgets and securing contracts preferred.

Knowledge, Skills & Abilities

- Knowledge of natural resource and outdoor recreation issues.
- Knowledge of public land agencies and nonprofit organizations serving the Southern Front Range.
- Organized and detail oriented.
- Ability to provide successful supervision and leadership of staff.
- Excellent written and oral communication skills.
- Proficient in Microsoft Office software (Outlook, Word, Excel and Power Point).
- Ability to work in a fast-paced, creative and deadline-oriented environment.

- Ability to be solution oriented and deliver high quality customer service to project partners.
- Must be able to lift 75 lbs., spend 8 hours a day in the sun and hike 7 miles with a day-pack.
- Wilderness First Aid or higher preferred.
- Valid driver's license with insurable driving record.
- Ability to legally work in the United States, which will be verified through the federal E-Verify Program.
- Ability to pass a pre-employment background check and drug test. Drug testing may also be required during employment. May be subject to FBI Background Check, which includes fingerprinting.

Hours & Compensation:

This is a full time, temporary, salaried position. The anticipated start date is February 5, 2018, and the anticipated end date is December 7, 2018. The salary range is \$615-\$653 per week depending on experience. Hours are Monday through Friday 7:00 a.m. – 3:30 p.m. Some evening and weekend hours may be required for special events. The position is open until filled.

To Apply:

Email: Send resume and cover letter to jesser@mhyc.net (include position title in subject line)

Mail: Send resume and cover letter to: Mile High Youth Corps Attn. Jesse Roehm, 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. Every effort shall be made to grant reasonable accommodation for qualified people with disabilities to participate in this AmeriCorps program.