



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

## **Program Coordinator: Land Conservation (Colorado Springs)**

**Summary:** This position leads Land Conservation crews comprised of 18-24 year-old Corpsmembers in the completion of environmental stewardship projects. Responsibilities include: hiring, supervision, training and development of Corpsmembers and Crew Leaders; program development, implementation and reporting; coordination of service opportunities and educational activities. This position reports to Senior Manager: Land Conservation.

### **Essential Functions:**

#### **Youth Development, Hiring & Supervision**

- Support recruitment and manage hiring for all Land Conservation Leader, Summer of Service and Fall Forestry Corpsmembers.
- Implement orientation and training for Corpsmembers, Crew Leaders and Alumni Mentor.
- Supervise, monitor and evaluate the performance of Corpsmembers, Crew Leaders and Alumni Mentor.
- Enforce the policies and procedures outlined in the MHYC employee and Corpsmember handbooks.
- Promote a solution-focused youth development environment in which Corpsmembers have the opportunity to develop new skills.
- Promote individual learning, leadership and personal growth among Corpsmembers.
- Maintain a consistent leadership presence in the field and ensure high quality project completion.
- Provide significant leadership development and service opportunities for Corpsmembers throughout the duration of their terms of service both within the agency and in the community.
- Support and lead staff and Corpsmembers towards agency goals; consistently contributing to the team effort.
- May serve as safety officer, ensuring proper follow-up and self-care principles are taken by Corpsmembers injured in the field.
- Serve as on-call duty officer for overnight camping crews; required to address emergency situations if they arise after work hours in the field.
- Substitute for Crew Leaders in the field as needed.

#### **Program Coordination**

- Oversee the development, implementation and continuous improvement of the Land Conservation program.
- Ensure meaningful program implementation that successfully meets the 6 core educational areas, including crew time, community meetings and team-building activities.
- Implement program practices that reflect local and national best practices in relation to Youth Corps, youth development, and other related fields.
- Develop appropriate programmatic structures that promote Corpsmember success and meet programmatic, agency, and funder goals.
- Communicate effectively with all stakeholders in program activities both internally and externally.
- Ensure that safe working procedures are followed.
- Work closely with the Land staff to ensure fee-for-service projects are well executed leading to a high satisfaction level of project partners.
- Maintain accurate program records and reports as needed.

- Support the Land staff in the successful distribution, security and maintenance of MHYC tools, vehicles and uniforms.

### **Administrative Duties**

- Monitor, document, and evaluate Corpsmember progress in the program using individual written evaluations, case notes, and 1:1 meetings.
- Prepare Corpsmember files and ensure file paperwork completion and accuracy.
- Track Corpsmember hours, establish and hold Corpsmembers accountable to hours benchmarks, and enter and approve hours in Paycom.
- Support the coordination of SFR Community Meetings.
- Maintain integrity of all MHYC physical assets, by controlling the distribution, return and security of all vehicles, tools, equipment and facilities.
- Maintain thorough and complete records on each Corpsmember throughout the length of the program, including timesheets, hour logs, rosters and daily accountability forms.
- Maintain complete and accurate files, including project data and records, and employment paperwork for each Corpsmember.
- Assist other staff with the reporting required for funders and board members.
- Ensure project photographs and required data are collected for seasonal projects.
- Ensure timely completion of Corpsmember awards, incentives and recognitions.
- Other duties as assigned.

### **Qualifications:**

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

**Experience:** 1-2 years of program coordination and supervision experience required. 1-2 years of experience in conservation, volunteer management or working for youth corps 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 8-10 hours a day in the sun and hike 7 miles with a day-pack.
- Must be able to camp for up to 5-10 consecutive days at a time if situations deem necessary during the course of a season.
- Wilderness First Aid or higher preferred.
- Valid driver's license with insurable driving record required.
- 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, hourly, non-exempt position starting February 24, 2020, and ending November 25, 2020. The wage range is \$15.38-\$15.88 per hour depending on experience. Hours are Monday through Friday 7:00 a.m. – 3:30 p.m. Some evening and weekend hours will be required for camping projects and special events. Medical, dental and life benefits are available on the 1<sup>st</sup> of the month after working 60 days. The position is open until filled.

**To Apply:**

Email: Send resume and cover letter to [jesser@mhyc.net](mailto: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.*