

TEENS, Inc. is a Nederland, Colorado based non-profit organization with the mission to support, educate and empower youth and their families to make healthy choices and thrive. In 2010, Lincoln Hills Cares teamed up with TEENS, Inc. with the goal of creating a paid educational work experience that would connect youth from different backgrounds to one another and to the mountains of Colorado. TeamWorks, a conservation based work program, strives to develop the next generation of young leaders in a safe, supportive work environment that empowers them to develop confidence, responsibility, work ethic, and new skills.

The first TeamWorks crew consisted of 6 crew members; 3 youth from Denver, and 3 from Nederland. 10 years later TeamWorks has grown significantly, employing 70 Front Range youth on 6 crews based in Denver and Front Range mountain towns. TeamWorks crew members continue to work in diverse teams of urban and rural youth, fostering the development of inclusive communication and leadership skills. More info on TeamWorks program at www.teamworkscolorado.org

Job Description:

The TeamWorks Program Director position will be the central point person for all programmatic logistics. This position will oversee and manage partner relationships, youth recruitment, logistics and scheduling, risk management, crew leader recruitment and staffing, crew leader training, curriculum, program evaluation, and systems of program knowledge and continuity.

Job Duties:

The Program Director will be responsible for the completion of the following tasks outside of the field season:

- **MAINTAINING PARTNERSHIP RELATIONSHIPS:** Working with Out of School Time Director (OSTD) on project coordination and planning, financial sustainability through partner contributions, sourcing new partners, maintaining records of partner relationship, soliciting and giving feedback.
- **CREW LEADER HIRING:** Post job ad, source staff, keep organized records, plan interviews. Try to include past participants in interviews.
- **SOURCING CREW MEMBERS:** Building relationships with counselors, teachers and students in targeted schools/areas (Denver, Nederland, Gilpin, Boulder, Idaho Springs, Conifer and Bailey). Keeping detailed records of contact information. Use school visits, local supporters and work with the YES Coalition to drum up interest. Work with the Development Director to create marketing materials to garner interest for the TW program (November). Keep a good record of

youth who have expressed interest in the program through networking in the off season and reach out to them when applications open in the winter.

- **CREW MEMBER HIRING:** Manage crew member hires from sourcing to hire. Re-work hiring process, outreach, schedule interviews, etc. Keep organized and accurate records of applicants and processes. Hire Junior Crew Leaders by early March, and crew members by early May.
- **VEHICLES:** Create a summer vehicle plan, and work with rental agencies to obtain the appropriate vehicles. Ensure all TW vehicles are in working order and have vehicle kits, gas cards and med kits. Throughout the school year, ensure that vehicle maintenance is kept up with on all TEENS, Inc. vehicles.
- **TRAININGS:** Work with OSTD in planning activities and training for Jr. Crew Leaders in Spring of each year (WFA, Trail Maintenance, Leadership, Intro to Jr Crew Leader role, etc.). Collaborate with OSTD to plan and carry out TW specific training as part of TEENS, Inc. summer staff training and with Program Manager on crew member orientation days.
- **PROGRAMMATIC LOGISTICS AND PLANNING:** Plan logistics and scheduling for running summer crews. Send weekly schedules, provide partner info and project sheets to supervisors, partner waivers, feedback and evaluations, assemble TW paperwork binders.
- **BUDGET:** Manage and keep record of the yearly TW budget.
- **TW CURRICULUM AND MANUALS:** Update core curriculum, progression and crew leader manual for TeamWorks as needed. Will include objectives, core tenets, best practices, Risk Management overview, lessons, activities, quotes and program specific resources for crew leaders to use as a reference. Update and re-work as necessary.
- **EVALUATION:** Work with the Evaluation Coordinator and OSTD to maintain and update the program evaluation system for crew members and leaders. Organize and extract feedback to inform actionable changes and progression for the next year.
- **PROGRAM DEVELOPMENT:** Expanding program to 72 youth in 2021. Brainstorming and developing the expansion of the TW experience to extend throughout the year; scholarship and job search mentorship, work and volunteer days, training, and community get-togethers.
- **PROGRAM COSTS:** Approve program expenses through the Executive Director. Ensuring that receipts and expense logs are properly documented and submitted.
- **SCHOLARSHIPS:** Manage a system for scholarship tracking and dispersal each fall, as well as a selection process during the summer.
- **INNOVATION:** Work on assigned “plans for change” from the end of the year feedback session.
- **OUTREACH:** Create and manage a TW instagram account, look into other ways to expose and market TeamWorks.

The Program Director will be responsible for the completion of the following tasks during the field season (roughly mid May through Mid August):

- **OVERSIGHT OF SUPERVISOR TEAMS:** Offer mentorship and guidance to Crew Leaders as they lead the team with the help of the Field Program Manager. Manage schedules and coverage for supervisors. Communicate tasks, deadlines, expectations and safety protocols and ensure they are being met on program.
- **CREW LOGISTICS:** Coordinate timing and logistics with partners. Send out weekly schedules to crews and supervisors. Will include reminders about hours being due and core tenet of the week. Will also send Campout emails to parents.
- **PAY:** Manage timesheets and pay for staff.
- **EDUCATION DAYS AND FINAL CELEBRATION:** Organize and coordinate the education days. This includes communicating with/supporting partner needs, setting up schedules, planning for food, communicating plans with crews, sending out youth surveys, sending out thank you notes, ect.
- **ON CALL PHONE:** Manage the on-call phone during the season, troubleshoot issues coming up in the field and create plans with crew leaders.

Job Details:

- Pay: \$45,000-\$55,000 DOE, plus benefits including: health insurance, paid time off, 401(k), and professional development.
- Open until filled
- Must be able to commit to working in the summer (no extended vacations May-mid August).
- Flexibility is of the utmost importance in this position.
- This is an admin position, field time will be very limited.
- Position is based in Nederland, Colorado yet flexibility may exist for someone based in the Denver Metro area.

Qualifications:

- At least 1 year previous experience in program development or direction.
- Ability to work collaboratively with others and also independently.
- Bachelor's degree and previous experience working with teens or young adults.
- Exceptional organizational skills- ability to use spreadsheets and follow organizational systems.
- Risk management and decision making proficiency
- Flexibility and adaptability
- Effective and inclusive leadership skills
- High capacity for communication and feedback
- Must be aligned with TEENS, Inc. Core Values found here: www.teensinc.org
- Experience with hiring and managing employees

- o Ability to focus on big picture while also managing details
- o Basic knowledge of, or willingness to be trained in, Positive Youth Development, Restorative Practices and Trauma Informed Care.

Desired Skills (applicants do not have to possess all skills to be a good fit):

- o Wilderness First Responder or Wilderness First Aid Certification
- o Knowledge or experience in working with conservation corps.

* We believe people in positions of leadership should be representative of those who they serve. Because TeamWorks engages youth from diverse backgrounds, we encourage people of color to apply.

Please fill out the [application online](#). Direct any questions to ariel@teensinc.org