



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: Recruit, hire and assemble effective Land Conservation crews comprised of 18-24 year-olds. Responsible for the daily supervision, ongoing training and development of Alumni Mentor, Land Conservation Leader, Summer of Service and Fall Forestry Corpsmembers. Play a critical role in program development, implementation, reporting and the coordination of service opportunities and educational activities. All Corpsmembers are enrolled in AmeriCorps (www.americorps.gov), a national service program.

Reports to: Regional Manager: SFR Land Conservation.

Essential Functions:

Youth Development, Hiring & Supervision

- Support recruitment and manage hiring for all Alumni Mentor, Land Conservation Leader, Summer of Service and Fall Forestry Corpsmembers.
- Implement orientation and training for Corpsmembers, Crew Leaders and Alumni Mentors.
- Provide consistent and proactive supervision of Land Conservation Leaders with Project Coordinator, including work performance evaluations and adherence to policies and procedures.
- Supervise, monitor and evaluate the performance of Corpsmembers and Alumni Mentors.
- Enforce policies and program 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.
- 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.
- Connect Corpsmembers with resources for food, transportation, housing, counseling and gear accessibility.
- Serve as safety officer, ensuring proper follow-up and self-care principles are taken by Corpsmembers injured in the field.
- Act as a role model to all Corpsmembers and promote a positive corps culture.
- Serve as on-call duty officer for overnight camping crews on a rotating basis; respond to emergencies if they arise after business hours in the field.

Program Coordination

- Oversee the development, implementation and continuous improvement of the Land Conservation Leader, Summer of Service and Fall Forestry programs.
- Ensure meaningful program implementation including Crew Time, Educational Activities, specialized trainings, and Community Meetings.
- 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.
- Work closely with Land staff to ensure fee-for-service projects are well executed leading to a high satisfaction level of project partners.
- Support Land staff in the successful distribution, security and maintenance of MHYC tools, vehicles and uniforms.

Administration

- Monitor, document and evaluate Corpsmember progress in the program using individual written evaluations, case notes and 1:1 meetings.

- Prepare and maintain complete and accurate files and employment paperwork for each Corpsmember throughout the length of the program, including timesheets, hour logs, rosters and daily accountability forms.
- Track Corpsmember hours, establish and hold Corpsmembers accountable to hour benchmarks, and enter and approve hours in Paycom.
- Submit information for quarterly program reports and other organization reports as needed.
- Assist staff by providing programmatic information for marketing and development materials.
- Ensure timely completion of Corpsmember awards, incentives and recognitions.
- Ensure proper reporting and documentation of all illnesses, injuries and other Corpsmember incidents.

Agency Support

- Promote agency mission in all activities.
- Demonstrate a commitment to advance diversity, equity and inclusion by applying MHYC's Equity Lens to every facet of the program and consistently engaging in educational resources.
- Attend and participate in staff and land team meetings and retreats.
- Other duties and responsibilities to be assigned as needed.

MHYC is committed to hiring candidates with unique backgrounds and perspectives. If you are interested in this position but are concerned that you do not meet all of the requirements or possess all of the necessary skills, or that prior convictions or your background might disqualify you, we highly encourage you to submit an application anyway.

Qualifications:

Experience: 1-2 years of program coordination and supervision experience preferred. 1-2 years of experience in conservation, volunteer management or working with a youth corps preferred. Certifications in appropriate land management technical skills 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 50 lbs., spend 8-10 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 required.
- Ability to legally work in the United States, which will be verified through the federal E-Verify Program.
- Must complete a pre-employment background check including fingerprinting. Pre-service drug screen required.
- MHYC has a COVID-19 vaccination requirement. Individuals must submit proof of full vaccination, partial vaccination, or submit their medical or religious COVID-19 vaccination exemption request by their first day. If only partial vaccination is submitted, proof of the second shot needs to meet the recommended time interval of the vaccine administered.

Hours & Compensation:

This is a full-time, hourly, non-exempt position starting February 14, 2022 with a wage of \$18.27/hour. Hours are roughly 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 1st of the month after working 60 days. MHYC also offers a Section 403(b) Retirement Plan. The position is open until filled.

To Apply:

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

Questions? Email CJ Runge at cassandrar@mhyc.net or call at 719-630-7421 ext. 402.

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.