



## TeamWorks Program Director

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 mission is to connect young people to nature and community.

The first TeamWorks crew consisted of 6 crew members; 3 youth from Denver, and 3 from Nederland. 12 years later TeamWorks has grown significantly, employing 72 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](http://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 youth recruitment, logistics and scheduling, project logistics, risk management, crew leader recruitment and staffing, crew leader training, curriculum, and systems of program knowledge and continuity.

### **Job Details:**

- o Pay: \$50,000-\$55,000, DOE, plus benefits including: health insurance 80%/employee, 50% dependents, paid time off, 401(k) with 3% match, and professional development.
- o Open until filled
- o Must be able to commit to working in the summer (no extended vacations May-mid August).
- o Flexibility is of the utmost importance in this position.
- o This is an admin position, barring unusual situations field time will be very limited.
- o Position is based in Nederland, Colorado yet flexibility may exist for someone based in the Denver Metro area.

### **Qualifications:**

- o At least 2 years previous experience in program development, direction or administration
- o Ability to work collaboratively with others and also independently.
- o Bachelor's degree and previous experience working with teens or young adults.
- o Exceptional organizational skills- ability to use spreadsheets and follow organizational systems.
- o Risk management and decision making proficiency
- o Flexibility and adaptability
- o Effective and inclusive leadership skills
- o High capacity for communication and feedback
- o Must be aligned with TEENS, Inc. Core Values found here: [www.teensinc.org](http://www.teensinc.org)
- o 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.
- o Experience being “on-call”/responding to emergencies or support needs from the field

**Job Duties:**

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

- Sourcing and hiring crew leaders
- Sourcing and hiring crew members
- Vehicle logistics
- Plan and facilitate trainings
- Programmatic logistics and planning
- Plan crew member education days
- Manage gear and tools
- Updates and edits to curriculum and manuals
- Program development
- Manage scholarships
- Plan for crew campouts

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 crew leader teams
- Working through challenges with crew leader teams or crew members
- Manage Project logistics with partners
- Manage crew logistics and schedules
- Manage crew member/crew leader pay
- Point person for incoming issues and concerns.
- Being “on-call” for emergencies/support when crews are out in the field

\* 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](#). You will upload a resume and cover letter as part of the online application  
Direct any questions to [ariel@teensinc.org](mailto:ariel@teensinc.org)

