

Friends of the Front Range Wildlife Refuges

Generation Wild Northeast Metro Coalition

Youth Council Coordinator

Job Description September 21, 2023



Organizational Overview:

The mission of the Friends of the Front Range Wildlife Refuges (FFRWR), a certified 501(c)3 organization, is to support and promote the Rocky Mountain Arsenal National Wildlife Refuge (RMANWR) and Rocky Flats National Wildlife Refuge (RFNWR) in their efforts to conserve and restore native habitat and wildlife, as well as to provide meaningful opportunities for the public to experience wildlife and nature near a major metropolitan area. The vision of the Generation Wild Northeast Metro Coalition is that every young person - wherever they live and regardless of resources – has abundant opportunities to connect and engage with the outdoors in ways that are inspirational, transformational, and meaningful to them and will cultivate a new generation of environmental stewards.

General Summary of Position:

The Youth Council Coordinator is responsible for recruiting, implementing, and managing the Generation Wild NEMC Youth Council. The new hire will take over for the current Youth Council Coordinator in early October 2023. The Fall 2023 and Spring 2024 Youth Council has begun with five members. More can be added, up to 10, if interested applicants are found.

Goals of the Generation Wild NEMC Youth Council

- Provide a meaningful, authentic, and impactful experience for middle school and high school youth from Commerce City, Montbello, Northeast Park Hill, and Northwest Aurora.
- Structure the Youth Council to provide feedback to partners of Generation Wild NEMC and the US FWS so programs, pathways, and the administration of the grant will be improved.
- Expose the members of the youth council to meaningful outdoor activities, leadership and teambuilding courses, and career-building experiences.
- Provide opportunities for youth council to engage with all Generation Wild NEMC partner organizations to give two-way feedback.
- Ensure the Youth Council experience has tangible outcomes, such as changes to programming, operations, and pathways.

The responsibilities of the Youth Council Coordinator include the following:

- Work with Generation Wild NEMC partners to implement operational details of the GenWild NEMC Youth Council.
- Have goals and tangible outcomes for youth in mind when implementing Youth Council.
- Refine the curriculum to meet GenWild NEMC Youth Council goals.
- Determine detailed schedule of Youth Council meetings and outcomes.
- Develop relationships with local schools, nonprofits, recreation centers, and other places where youth may be recruited.
- Implement the system for recruitment and selection of members of Youth Council.
- Recruit up to 10 youth (we have 6 members thus far) to serve on the Youth Council to begin service in September 2023.
- Provide compensation to Youth Council members.

- Co-develop detailed budget for Youth Council with the GenWild NEMC Manager.
- Hold monthly meetings of Youth Council.
- Find transportation for Youth Council members if necessary.
- Work with All Partners meetings of Generation Wild NEMC to bring Youth Council members to monthly meetings.
- Plan final activity or product to give GenWild NEMC partners feedback on community needs, gaps in service, and future activities.

Qualifications:

- Two years plus working with middle school or high school youth.
- Possesses knowledge of entertaining and meaningful youth activities.
- Strong leadership, mediation, and outdoor education experience.
- Experience in customer service with enthusiasm for youth and nature.
- Strong communication skills.
- Can work productively independently, as part of a team, and with varying seniority levels, including youth, partners, community members, and staff.
- Experience as a project coordinator, or coordinating larger projects is an asset.
- Should exhibit strong organizational and time management abilities.
- Local and Spanish-speaking candidates preferred.
- Candidate must be a US citizen.
- State-issued driver's license is required.
- Must be able to read, write, and communicate in English.
- College degree preferred.

Hours and Compensation:

Depending upon the number of grants and contracts, the hours will be not more than 10 hours per week. The employee may work in an off-site office. The compensation is \$22/hour. The contract is for September 2023 through May 2024. The position is a part-time position.

Part-time Employees – an employee who is normally scheduled to work less than a 40-hour workweek. Part-time employees are currently eligible for annual leave, holidays, sick leave, and jury duty on a prorated basis. Part-time employees ordinarily are not eligible for other FFRWR benefits and should consult with your supervisor concerning their specific circumstances.

The employee will be on our COPAC payroll system, and we will provide employer taxes or may be a private contractor.

To Apply email a cover letter and resume, with confirmation that the stated salary range is feasible, to kkramer@generationwildnemoc.org (if possible, as a single PDF) and include “Youth Council” in the subject line. No Telephone Calls.

Applications must be received by 11:00 PM October 15, 2023

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

Friends of the Front Range Wildlife Refuges is an Equal Opportunity Employer, committed to a diverse workforce. Individuals from all backgrounds are encouraged to apply, including persons with disabilities and veterans.