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 (Denver)

Position Overview: MHYC offers a leading compensation package including generous paid time off; comprehensive insurance coverage including health, dental, vision and life; 403b retirement; mental health and wellness support; professional development; hybrid work options (dependent on position); and a modified work schedule of 72 hours over 2 weeks (ex. one Friday off every 2 weeks).

Operating from MHYC's Denver Headquarters, the Program Coordinator oversees Corpsmember program experience and hires and onboards Land Conservation crews comprised of 18–24-year-olds. Responsible for coordinating the onboarding and orientation of Program Mentor(s), Land Conservation Leaders, Summer of Service and Fall Forestry Corpsmembers. Plays a critical role in monitoring the Corpsmember experience through collection and follow-up on programmatic evaluations and project feedback surveys. Provides day-to-day coordination of land conservation projects, such as trail construction and maintenance, invasive species removal, fire mitigation, park development and habitat restoration, and critical support for operations and risk management.All youth program participants, known as *Corpsmembers*, are enrolled in AmeriCorps (www.americorps.gov), a national service program.

Position open until: December 1, 2026

Reports to: Regional Manager: Denver Land Conservation.

Hours & Compensation: This is a full-time, 72 hours over 2 weeks, non-exempt position with a wage of $21.37-$23.51/hour depending on experience. The projected start date for this position is January 11, 2027. Flexible paid time off eligibility begins after 30 days of continuous service. Medical, dental, vision and life benefits are available on the 1st of the month after working 30 days. Hours during the field season are Monday through Friday 7:45 a.m. or 8:00 a.m. – 5:30 p.m., with some Fridays off and one additional half day off per week (to be worked out with your supervisor). During the off-season, hours can change to Monday through Friday 8:00 a.m. – 4:30 p.m. if desired, still with some Fridays off, but no additional half day off per week. Some evening and weekend hours will be required for Corps-related functions and responsibilities.

Areas of Responsibility:

Youth Development, Hiring & Supervision

- Coordinate recruitment and hiring for Program Mentor, Land Conservation Leader, Summer of Service and Fall Forestry Corpsmembers.
- Implement orientation for and provide consistent and proactive supervision of Program Mentor, Land Conservation Leaders and Land Conservation Corpsmembers.
- Enforce policies and program procedures outlined in the MHYC employee and Corpsmember handbooks.
- Promote a solution-focused youth development environment in which Corpsmembers can develop new skills.
- Promote individual learning, leadership and personal growth among Corpsmembers.
- Connect Corpsmembers with MHYC Supportive Services resources such as food, transportation, housing, counseling and gear accessibility.
- Act as a role model to all Corpsmembers and promote a positive corps culture.
- Serve as on-call duty officer on a rotating basis; respond to emergencies if they arise after business hours in the field.

Program Coordination

- Implement and provide ongoing feedback to the design of programs that promote Corpsmember success and ensure the equitable program completion and career or post-secondary education placement with no differences by Corpsmember race and/or other identities.
- Plan, coordinate and implement appropriate technical and educational trainings (such as leadership, conflict resolution, etc.) for Corpsmembers.
- Complete pre-project site visits and develop Project Vitals to ensure that fee-for-service projects are well-executed and lead to high satisfaction rates for project partners.
- Serve as primary contact for Crew Leaders on project and partner-related topics to resolve on-site technical and operational issues. Maintain regular communication with external partners throughout the duration of projects and season.
- Communicate effectively with all stakeholders in program activities both internally and externally.

Administration

- 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.
- Monitor Corpsmember experience through collection and follow-up of programmatic evaluations and project feedback surveys.
- Support the tracking of Corpsmember hours and enter and approve hours in Paylocity (payroll system).
- 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.

Operations

- Monitor environmental risks and ensure proper response.
- Support the review of all incidents (near misses, illnesses and injuries) and workers' compensation claims.
- Play an active role in and be present during project deployment and project completion.
- Depending on the time of year, anticipate spending significant time in the field supporting land conservation projects with non-profit, state, local and federal partners.
- Coordinate the procurement, security, distribution and inventory of chainsaw fleet, tools, safety equipment and field supplies for land projects.
- Oversee the organization and functionality of the Denver tool garage and chainsaw shop.

Agency Support

- Promote agency mission and values in all activities; advance MHYC's strategic priorities
- Attend and participate in MHYC staff meetings, trainings, committees, and working groups.
- 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 supervisory experience. 1-2 years of experience in youth development, conservation, volunteer management or working with a youth corps preferred.

Requirements

- Desire to further Mile High Youth Corps' mission, vision and values. Knowledge of natural resources and outdoor recreation issues.
- Organized and detail oriented.
- Proficient written and oral communication skills.

- Proficient in Microsoft Office software (Outlook, Word, Excel and PowerPoint).
- Ability to work in a fast-paced, creative and deadline-oriented environment.
- Ability to deliver high quality customer service to project partners.
- Must be physically fit, able to lift 50 lbs., spend 8-10 hours a day in all weather conditions (e.g., sun, heat, wind, rain, etc.), hike 7 miles with a day pack, and operate hand and power tools.
- Meet driver requirements of being at least 21 years old and possessing a valid driver's license with insurable motor vehicle record (MVR).
- 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 (NSOPW, State, and FBI) including fingerprinting.
- Wilderness First Aid (or a higher wilderness medicine certificate) is a post-hire requirement. If a candidate does not already have this certification, the cost of the training will be covered by MHYC.

Desired Qualifications

- Knowledge of public land agencies and nonprofit organizations serving the Metro Denver region
- Spanish/English proficiency
- Experience working with Opportunity Youth

To Apply:

Candidates are asked to provide a resume and a cover letter including pertinent personal and/or professional experience. ***In the absence of specific work-related experience, applicants are encouraged to describe personal experience that pertains to position requirements in their cover letter.***
Send resume and cover letter to staffjobs@mhyc.net (include position title in subject line).
Questions? Email Bridgette Haggerty at bridgetteh@mhyc.net or call at 720-618-7053.

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, color, hairstyle (hair texture, hair type, or a protective hairstyle that is commonly or historically associated with race), sex (including pregnancy, childbirth or related medical conditions, and breast feeding) or gender, age, religion (including, but not limited to, religious dress and grooming practices), pregnancy, color, creed, citizenship, national origin or ancestry, ethnicity, mental or physical disability, medical condition, political affiliation, military or veteran status, family care or leave status, familial status, marital status, sexual orientation, sexual and reproductive health decisions, gender identity, genetic information or any other characteristic protected by law or any other consideration made unlawful by federal, state or local laws (together, these are referred to as "Protected Characteristics"), including Title VI of the Civil Rights Act of 1964, as amended. Every effort shall be made to grant reasonable accommodation for qualified people with disabilities to participate in this position. Reasonable accommodation will be provided as needed for applications, interviews, and service.

More information can be found at www.milehighyouthcorps.org