Mile High Youth Corps helps youth make a difference in themselves and their community through meaningful service opportunities and educational experiences.

Program Coordinator: Natural Resource Management

Position Overview: Operating from MHYC's Denver Headquarters, the Natural Resource Management (NRM) Program Coordinator will assist in the development and implementation of MHYC's first initiative designed specifically to provide pre-apprenticeship training that prepares young adults from Metro Denver for natural resource careers with a focus on protecting Wildland Urban Interface (WUI) zones and critical infrastructure. Program participants (Corpsmembers) will engage in a combination of youth and workforce development opportunities and technical training that prepares them for careers as wildland firefighters, forestry technicians, and other natural resource positions. The coordinator oversees the Corpsmember program experience and hires and onboards NRM crews comprised of 18–24-year-olds. This position is responsible for coordinating the hiring, onboarding and orientation of Program Mentor(s), Land Conservation Leaders (LCLs), and Corpsmembers (CMs), and plays a critical role in monitoring the Corpsmember experience through collection and follow-up of programmatic evaluations and project feedback. This position also provides day-to-day coordination of NRM projects, operations and risk management, and supports the organization's mission and strategic priorities. CMs are enrolled in AmeriCorps (www.americorps.gov), a national service program.

Position open until: December 1, 2026

Reports to: Program and Pathways Manager: Natural Resource Management

Hours & Compensation:
This is a grant-funded, full-time non-exempt position with a starting pay range of $21.37-$23.51 per hour depending on experience. Paid time off eligibility begins after working 30 days. Medical, dental, vision and life benefits are available on the 1st of the month after working 30 days. Some evening and weekend hours may be required for Corps-related functions. Continuation of this position beyond the 2029 grant end date is contingent on future funding.

Areas of Responsibility:
Youth Development, Hiring & Supervision

- Coordinate recruitment and hiring for Program Mentor, Land Conservation Leader, and CMs
- Implement orientation for and provide consistent and proactive supervision of Program Mentor, Land Conservation Leaders and CMs
- Enforce policies and program procedures outlined in the MHYC employee and Corpsmember handbooks
- Promote a solution-focused youth development environment in which CMs can develop new skills
- Promote individual learning, leadership and personal growth among CMs
- Connect CMs with MHYC Supportive Services resources such as food, transportation, housing, counseling and gear accessibility
- Act as a role model to all CMs 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 CM success and ensure the equitable program completion and career or post-secondary education placement
- Plan, coordinate and implement appropriate technical and educational trainings (such as leadership, conflict resolution, etc.) for CMs
- 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 CM throughout the length of the program, including timesheets, hour logs, rosters and daily accountability forms
- Monitor CM experience through collection and follow-up of programmatic evaluations and project feedback
- Support the tracking of CM 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 CM awards, incentives and recognitions
- Ensure proper reporting and documentation of all illnesses, injuries and other CM 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 NRM 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

Organizational Support

- Promote agency mission and values in all activities; advance MHYC's strategic priorities
- Attend and participate in staff and community 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:

Education:

- Minimum high school diploma/equivalency

Experience

- 1-2 years of supervisory experience
- 1-2 years of experience in natural resources, conservation, youth development, volunteer management, youth corps or related field(s)

Required Qualifications

- Desire to further Mile High Youth Corps' mission, vision and values. Commitment to advancing MHYC's strategic diversity, equity and inclusion goals
- Knowledge of natural resources or related field(s)
- Knowledge of public land agencies and nonprofit organizations serving the Metro Denver region preferred.
- 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 able to lift 50 lbs., spend 8-10 hours a day in the sun and hike 5 miles with a daypack
- 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 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

- Spanish/English proficiency
- Experience working with Opportunity Youth
- Wildland Fire and/or sawyer experience

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 AmeriCorps program.*

More information can be found at www.milehighyouthcorps.org