



## YouthBuild VISTA

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

**Position Overview:** The YouthBuild VISTA supports the work of the Mile High Youth Corps YouthBuild Program through leadership development, alumni engagement and the development of sustainable career readiness training and post-secondary education readiness activities and curriculum.

**Reports to:** Program Coordinator: Equity and Leadership

### ***Areas of Responsibility:***

#### **Leadership Development & Alumni Engagement**

- Develop, enhance and evaluate youth leadership at MHYC through expanding the capacity and efficiency of the Mile High Youth Corps Leadership Council & Alumni Council
- Define the roles of the Leadership Council and the YouthBuild Alumni Council within the agency and provide technical assistance to the Councils as needed
- Create and manage the Alumni monthly Newsletter, capturing important events, compelling Alumni success stories, and additional support for Alumni
- Build and strengthen service learning opportunities, reinforcing academic engagement through service learning to lead to greater student buy-in, support, and exposure to opportunities of community involvement and leadership
- Develop, coordinate, and implement a Martin Luther King Day service project

#### **Career Readiness Training**

- To increase employer partnerships and knowledge of career opportunities for YouthBuild participants
- Coordinate MHYC Annual Career Exploration Fair
- Increase employer participation in career readiness training and curriculum
- Develop sustainable models for community outreach, targeted to low-income communities and communities where youth are facing barriers to employment

#### **Post-Secondary Education Readiness**

- Work with program staff to create a timeline/ calendar for campus visits
- Explore formal relationships with PSE institutions in the Denver-metro area, paving the way for future visits and deeper relationships

### ***Qualifications***

**Education:** BA or BS preferred. Professional experience in a related field may be substituted for post-secondary education.

### **Requirements:**

- Belief in and strong support of Mile High Youth Corps' mission, vision, and values
- Ability to complete tasks in a detailed and timely manner

- Must be eligible to legally work in the United States, which will be confirmed using the Federal E-Verify system
- Ability to work well with people from diverse backgrounds
- Technologically proficient, including experience with computer and data management programs (MS Word, MS Excel, Access, etc.). Experience with database systems preferred
- Ability to work well independently and in a team
- Pre-employment drug screen may be required

### ***Hours, Compensation, and Benefits***

- This is a one-year, 12 month, full-time AmeriCorps VISTA position (subject to VISTA restrictions) that pays an annual living stipend of \$15,994, equating to approximately \$613 bi-weekly before taxes.
- Week day office hours are typically 8:00 am to 4:30 pm, Monday through Thursday and 8 am to 4 pm on Fridays.
- **\$6,095 Ed Award or \$1,800 stipend upon completion**
- Optional enrollment in the AmeriCorps VISTA Healthcare Allowance program.
- 10 sick days and 10 vacation days
- Opportunities for professional development training throughout the year
- Relocation allowance up to \$1,000 provided by the Corporation
- Child care allowance provided by the Corporation

**To Apply:** Submit cover letter and resume, to [staffjobs@mhyc.net](mailto:staffjobs@mhyc.net) and put “YouthBuild VISTA” in the subject line. Or you may apply at the following Americorps link: [YouthBuild VISTA Denver, CO](#)

**No phone calls please. For more information on MHYC, go to [www.milehighyouthcorps.org](http://www.milehighyouthcorps.org).**

*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.*