



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

Program Coordinator: Community Response and Recovery

Position Overview: This position coordinates the hiring, training, development, and continuous support of 18-24 year old AmeriCorps Corpsmembers (program participants) enrolled in the Community Response and Recovery program. Primary responsibilities include youth supervision and development, and implementation of service opportunities and educational activities.

Reports to: Project Manager: Energy & Water Conservation

Areas of Responsibility

Youth Development & Supervision:

- Support the recruitment and hiring of Corpsmembers (CMs); advance MHYC's ability to recruit and hire Corpsmembers using a lens of racial equity and inclusivity.
- Develop and implement orientation and training for CMs
- Supervise, monitor and evaluate the CM performance
- Promote a solution-focused youth development environment where CMs have the opportunity to develop new skills and experience personal growth
- Identify and develop leadership and service opportunities for CMs within the organization (creation of CM specialty roles and SMART goals) and in the community (on-site work training events, facility tours, "one-off" service projects)

Program Coordination:

- Advance MHYC's commitment to racial equity through program design, programming activities, and inclusive communication and youth development practices
- Explore and implement "best practices" for youth development and career development
- Communicate effectively with all stakeholders in program activities, both internally and externally
- Ensure that safe working procedures are followed
- Help coordinate volunteer service days leading to a high volunteer and project sponsor satisfaction
- Creatively identify new practices for Corpsmember retention, improved member experiences, and higher post-program placement through improvements to program design, trainings, etc.

Administrative Duties:

- Complete and submit accurate program reports in a timely manner including program outcomes, AmeriCorps service hour logs and payroll
- Effectively manage program budget
- Develop and manage programmatic evaluation tools and databases
- Ensure that CM files, AmeriCorps paperwork and attendance records are complete, accurate and updated in a timely manner
- Represent MHYC at external events and meetings
- Complete other duties as assigned

Project Support:

- Assist in the coordination of fee-for-service and all-corps service projects
- Assist in project data collection, management and reporting
- Assist in creating and delivering fee-for-service project trainings to CMs
- Provide timely and professional customer service and conflict resolution

Qualifications

Education: High School diploma or higher

Requirements:

Mile High Youth Corps 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 encourage you to submit an application anyway.

- Demonstrated commitment to advancing diversity, equity and inclusion
- Knowledge and/or familiarity with common social justice issues (such as racial equity, LGBTQ+ rights, housing/food/childcare accessibility)
- Previous youth development or other youth program experience
- Excellent written and verbal communication skills; proficiency in Spanish/English preferred
- Computer proficiency including Microsoft Word, Excel, and Office applications
- Valid driver's license with good driving record and ability to drive a 12-passenger van
- Able to legally work in the United States, which will be verified via the federal E-Verify program on the first day of employment
- Pre-employment background check required, including a FBI Background Check, which includes fingerprinting. This position has recurring access to vulnerable populations.

****Pre-employment drug screen required. Drug testing may be required during employment.**

Hours & Compensation

This position is classified as non-exempt, full-time hourly. Open until filled. Typical hours are Monday-Thursday 8:00am-4:30 pm and Friday 8:00am - 4:00pm. Some evenings and weekend hours may be required. Hourly range \$15.50-\$16.50.

To Apply Send Resume and Cover Letter to:

Email: staffjobs@mhyc.net (include "Program Coordinator: Community Response and Recovery" in the subject line). If you have questions about the position, please email: staffjobs@mhyc.net or call 303-433-1206 ext. 232.

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.

More information can be found at www.milehighyouthcorps.org