



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

Program Manager: YouthBuild

Position Overview: YouthBuild champions opportunity youth who aspire to improve their lives and communities by building the skills and resources to reach their full potential. Through hundreds of YouthBuild programs in the United States and around the globe, YouthBuilders pursue their education, prepare for future careers, and grow into community leaders – building brighter futures for themselves and their neighborhoods. Mile High Youth Corps' (MHYC's) YouthBuild program provides 18-24 year olds with the opportunity to earn their high school equivalency diploma while preparing for careers in the construction or healthcare fields. Leading a team of 5-7 staff members, the Program Manager is responsible for managing all aspects of program operations, administration, staff development and supervision. This position is partially funded by AmeriCorps, and works directly with Corpsmembers (CMs) enrolled in an AmeriCorps program.

Reports to: Deputy Director

Responsibilities:

Program Management

- Oversee the daily operations of the YouthBuild program, coordinating the following programmatic components: education, vocational training and work-based learning, career and post-secondary readiness, healthy living and mental wellness, leadership development, service learning, supportive services, placement, and follow-up
- Ensure programming maintains fidelity to the national YouthBuild model and meets grant and organizational related requirements to promote compliance and successful outcome achievement
- Cultivate and maintain community partnerships to achieve strong programmatic outcomes; manage Memorandums of Understanding (MOUs) and other key collaborations
- Collect and analyze data to assess program activities and outcomes; develop enhanced strategies and processes as needed
- Support recruitment, orientation, and training of new CMs
- Utilizing asset-based, positive youth development practices, provide CMs with coaching, mentorship, and accountability; lead occasional youth development and direct service activities with CMs
- Ensure thorough understanding and strong adherence to safety protocols
- Proactively engage in national and local YouthBuild and youth corps efforts, building relationships and participating in conferences, meetings and committees

Staff Development & Management

- Recruit, train, supervise, and evaluate program staff in accordance with organization guidelines, agreements, and approved budgets
- Employ practices that advance MHYC's diversity, equity, and inclusion goals
- Supervise a team of 5-7 staff members and oversee daily activities to ensure effective and efficient programming is provided to CMs
- Support staff in promoting a solution-focused environment where CMs have the opportunity to develop new skills and experience personal growth
- Serve as a leader within MHYC and as part of the organization's Program Leadership Team

Administrative

- Coordinate management of multiple grant-related databases and internal MHYC data tracking systems
- Support grant tracking and reporting
- Ensure AmeriCorps regulations are followed with accuracy and attention to detail
- Develop and oversee the programmatic annual budget

- Ensure that CM files and attendance records are complete, accurate, and updated in a timely manner

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.

QUALIFICATIONS

Education

- BA degree (significant experience in youth development programming may be substituted)

Required Qualifications:

- Previous experience managing youth development programs in community-based settings
- Demonstrated commitment to diversity, equity, and inclusion
- Experience with MHYC's core population of young adults ages 18-24 years old
- Team leadership and/or supervisory experience
- 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
- Valid driver's license with insurable motor vehicle record (MVR)

Desired Qualifications:

- Experience with trauma-informed care practices
- Experience with social, racial, economic, and/or restorative justice activities or programming
- Positive Youth Development (PYD), youth corps, and/or AmeriCorps knowledge/experience
- Spanish/English proficiency

Hours & Compensation

- This is a full-time salaried position (exempt/regular). Salary range is \$50,000-\$54,000/year dependent on experience.
- Medical, dental, vision, and life benefits are available on the 1st of the month after working 60 days. Mile High Youth Corps also offers a Section 403(b) Retirement Plan.
- Occasional evening and weekend hours may be required.

To Apply

Candidates are asked to provide a resume and a cover letter including pertinent personal and/or professional experience. Resumes without cover letters will not be considered. ***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 the position title in the email subject line). If you have questions about the position, please email: staffjobs@mhyc.net.

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 and youtbuild.org