



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

## **Program Support Specialist: Land Conservation (Denver)**

**Summary:** Perform a range of program support, recruitment, hiring and human resources functions for Mile High Youth Corps (MHYC). MHYC is a regional, non-profit, AmeriCorps ([www.americorps.gov](http://www.americorps.gov)) affiliated organization that engages youth in jobs that help the planet and provide pathways to a promising future. Corpsmembers work on conservation and environmental stewardship projects throughout the Denver metro area while engaging in meaningful education activities.

**Reports to:** Program Coordinator: Land Conservation

### **Essential Functions:**

#### **Program Support**

- Support the transport of Corpsmembers and tools/gear in and out of the field.
- Support vehicle and trailer maintenance needs with transport and documentation.
- Provide in-field support based on project or programmatic needs.
- Facilitate and assist with the coordination of education provided to Corpsmembers.
- Manage the Safety Competition during the Summer of Service season.
- Manage the Risk Management tracking system called Near Misses and conduct weekly safety check-ins with crews. Provide biweekly reports to the Land team on risk management concerns from the field
- Assist Corpsmembers with food, housing, transportation and gear related needs. Track resource allocation as needed.
- Collect and manage receipts from multiple card holders and complete monthly credit card expense reports
- Assist with grant-related reporting and project accomplishments.
- Enforce the policies and procedures outlined in the MHYC employee and Corpsmember handbooks.
- Promote individual learning, leadership and personal growth among Corpsmembers.
- Support conflict resolution in facilitated one-on-one, small group and full crew conversations in the field or in the office.

#### **Recruitment, Hiring and Human Resources Support**

- Represent MHYC in the community, at job/career fairs and networking events.
- Support and track Corpsmember recruitment, pre-screening, interviewing, and hiring processes.
- Help implement recruitment and hiring plans that support the organization's diversity, equity and inclusion goals.
- Support orientation logistics and trainings as needed for Corpsmembers.
- Enter in Corpsmembers Hours, print and have Corpsmembers sign, scan, and file Corpsmember timesheets.
- Support with Corpsmember paperwork compliance.
- Collect, input, and analyze data from Corpsmember surveys to improve overall program experience.
- Support follow-up and tracking of Corpsmember post-program placements.

#### **Agency Support**

- Promote agency mission in all activities.
- Demonstrate a commitment to advance diversity, equity and inclusion by applying MHYC's Equity Lens to every facet of the program and consistently engaging in educational resources.
- Attend and participate in staff and land team 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:**

**Experience:** 1 year working for youth corps or in case management, social work, volunteer management, non-profit management, human resources or conservation/forestry/natural resources preferred.

### **Knowledge, Skills & Abilities**

- Excellent written and verbal communication skills (candidates with bilingual English-Spanish proficiency preferred).
- Proficient in Microsoft Office software (Outlook, Word, Excel and Power Point).
- Ability to work in a fast-paced, creative and deadline-oriented environment.
- Ability to be solution oriented and deliver high quality customer service.
- Ability to adapt to shifting priorities and manage multiple deadlines.
- Ability to work well independently and as part of a team.
- Valid driver's license with insurable driving record required.
- 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. Pre-service drug screen required.
- MHYC has a COVID-19 vaccination requirement. Individuals must submit proof of full vaccination, partial vaccination, or submit their medical or religious COVID-19 vaccination exemption request by their first day. If only partial vaccination is submitted, proof of the second shot needs to meet the recommended time interval of the vaccine administered.

### **Hours & Compensation:**

This is a full-time, hourly, non-exempt position starting on February 14, 2022 and ending on November 18, 2022. The pay rate is \$16.50 per hour. Hours are Monday through Friday 7:00 a.m. – 3:30 p.m. Some evening and weekend hours will be required. Medical, dental and life benefits are available on the 1<sup>st</sup> of the month after working 60 days. MHYC also offers a Section 403(b) Retirement Plan. The position is open until filled.

### **To Apply:**

Email: Send resume and cover letter to [staffjobs@mhyc.net](mailto:staffjobs@mhyc.net) (include position title in subject line)

Questions? Email Catherine Arensberg at [catherinea@mhyc.net](mailto:catherinea@mhyc.net) or call at 303-433-1206 ext. 260.

*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.*