



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

Climate Corps Program Coordinator: Energy & Water Conservation

Position Overview: *This position leads Energy & Water Conservation crews comprised of 18-24 year-old Corpsmembers (CMs) in the delivery of energy and water conservation services that reduce natural resource consumption, lower utility bills and mitigate the effects of climate change for low-income residents, community-based organizations and other Mile High Youth Corps (MHYC) clients.*

Responsibilities include: hiring, supervision, training and development of Climate Action CMs and Crew Leaders; program development, implementation and reporting; coordination of service opportunities and educational activities. This position works directly with CMs enrolled in an AmeriCorps program.

Reports to: *Associate Director: Energy & Water Conservation*

Areas of Responsibility

Youth Development & Supervision:

- Support recruitment and manage hiring for all Climate Action CMs
- Organize and implement orientation for CMs and Crew Leaders
- Supervise, monitor and evaluate the work performance of CMs
- Identify educational and career exploration in the community; connect CMs with training and job development activities; develop CM career pathways.
- Enforce policies and procedures in MHYC employee and CM handbooks
- Promote a solution-focused youth development environment in which CMs have the opportunity to develop new skills, develop leadership, and experience personal and professional growth
- Conduct 1 on 1's with CMs; coordinate with supportive services team to provide wrap-around services to CMs during their service terms.

Program Coordination:

- Oversee the development, implementation and continuous improvement of Energy & Water Conservation programming
- Implement programming that successfully meets MHYC's 6 core educational areas and reflects local and national best practices
- Develop program structure that promotes CM success and meets program and agency-wide goals
- Work closely with MHYC staff and CMs to coordinate service opportunities leading to a high CM and partner satisfaction
- Communicate effectively with all stakeholders both internally and externally

Administrative Duties:

- Complete and submit accurate program reports in a timely manner
- Ensure consistent, timely and thorough tracking of agency related outcomes
- Ensure appropriate spending of Energy & Water Conservation program budgets
- 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
- Assist other MHYC staff by providing programming information for marketing materials and fundraising proposals
- Attend Energy & Water Conservation program and youth corps events and trainings as required

- Complete other duties as assigned

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 qualifications 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: Associate Degree or higher (significant professional experience may be substituted for post-secondary education).

Required Qualifications

- Experience working directly with a diverse youth population (ages 18-24 preferred)
- Previous facilitation and/or teaching experience in leadership, teambuilding, life-skills training, service learning, civic engagement and/or technical skills
- Demonstrated commitment to diversity, equity and inclusion
- Proficient in Microsoft Word, Excel, and/or other office applications
- Excellent written and verbal communication skills
- Valid driver's license with insurable driving record
- 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.
- 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.

Desired Qualifications

- Familiarity with topics of climate action and environmental justice
- Previous project coordination and/or management experience preferred
- Prior AmeriCorps and/or service experience preferred
- Spanish-English proficiency is highly desired

Hours & Compensation

This is a full-time, hourly (non-exempt/regular) position with a starting hourly rate of \$18.27 - \$20.20 DOE. Standard hours are Monday-Thursday 8:00am-4:30 pm and Friday 8:00am - 4:00pm. Some evenings and weekend hours may be required for Corps-related functions. Paid time off accrual begins immediately upon hire. Medical, dental, vision and life benefits are available on the 1st of the month after working 60 days; eligible for participation in MHYC's 403(b) retirement plan. The position is open until filled.

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 "Climate Corps Program Coordinator: E&W" 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