



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

YouthBuild Field Coordinator: Construction Trainer

Position Overview: The Field Coordinator: Construction oversees crews of 10-22 YouthBuild participants (Corpsmembers) ages 18-24 in a construction training classroom and on a construction site. Responsible for maintaining safe worksite practices, providing direct instruction and work-based learning supervision, maintaining cohesive program implementation, and providing training and leadership development opportunities. The Field Coordinator: Construction works closely with general contractors, and sub-contractors to assist in project completion and maximizing training opportunities for Corpsmembers. This position is partially funded by AmeriCorps, and works directly with Corpsmembers enrolled in an AmeriCorps program.

Reports to: Associate Director: YouthBuild

Responsibilities:

Program Planning, Design and Implementation

- Support 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.
- Facilitate construction training curriculum to meet the standards of industry-recognized credentials, including carpentry skills, proper tool and equipment.
- Participate in overall MHYC program planning and provide on-going suggestions for improvement and design including implementation of construction shop training and in the field support.
- Prepare construction classroom and shop for lessons and training exercises. Prepare construction worksites to optimize learning first but also insure an acceptable level of productivity.
- Support/coordinate the advancement of organizational diversity, equity and inclusion (DEI) goals; coordinate and facilitate related training and activities.

Youth Development and Supervision

- Provide daily supervision to a crew of young people engaged in work-based learning on a large-scale, affordable housing construction site and other offsite program and service activities.
- Ensure Corpsmembers follow proper safety procedures and protocols, including MHYC and OSHA standards; promote an open and safe space for Corpsmembers to share near misses, injuries, or illnesses to build a positive safety culture.
- Serve as a liaison and on-site contact for general contractors, sub-contractors, and project sponsors and help deliver the detailed construction plan, objectives and schedule.
- Conduct 1 on 1's with Corpsmembers to provide consistent and ongoing feedback, formal and informal, to all Corpsmembers
- Promote a solution-focused youth development environment in which Corpsmembers have the opportunity to develop new skills
- Supervise youth/early career leaders (e.g. VISTA(s), Alumni Mentor(s), Specialist(s), etc.)

Administration

- Track program activities, create and maintain quarterly reports for MHYC, funders, program and project partners as needed.
- Maintain materials, tools and equipment inventory, anticipate needs for training exercises, prepare material and equipment orders for approval.
- Track Corpsmember competencies and benchmark accomplishments.
- Conduct timely database entries (e.g. Department of Labor, Salesforce, etc.).

- Develop and manage programmatic evaluation tools and databases.
- Maintain thorough Corpsmember records throughout the length of the program, including, but not limited to tracking programmatic activities, trainings, skills learned, project accomplishments, daily attendance, and time records.
- Support YouthBuild team efforts to lead Corpsmembers towards achieving program goals, including high-quality project completion, certificate and diploma attainment, post-program placement, and positive Corpsmember member experiences
- Assist with recruiting, interviewing, and hiring Corpsmembers

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:

- High School diploma or equivalent is required
- Possession of or willingness to obtain HBI PACT instructor certification (training paid by MHYC)

Required Qualifications:

- Minimum of 2 years construction experience
- 1-2 years team leadership and/or supervisory experience with MHYC's core population of youth adults ages 18-24 years old
- Demonstrated commitment to diversity, equity, and inclusion
- 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.
- Valid driver's license with insurable motor vehicle record (MVR)
- 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 position (non-exempt/regular). Salary range is \$19.71-21.63/hour dependent upon 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.
- Paid time off accrual begins immediately upon hire.
- Hours are arranged upon hire, and will vary between Monday-Friday 7:30am-4:30pm
- Occasional evening and weekend hours may be required for Corps related functions

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 "Program Coordinator: YouthBuild" in the subject line). No calls please.

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.