



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

## **PROGRAM COORDINATOR: YOUTHBUILD**

**Summary:** 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. The Program Coordinator coordinates a range of YouthBuild program planning, design and implementation activities including: Corpsmember (CM) 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. Additionally, this position assists in CM recruitment, and hiring, and coordinates alumni engagement activities for Mile High Youth Corps (MHYC). This position is partially funded by AmeriCorps, and works directly with CMs 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.
- Participate in overall MHYC program planning and provide ongoing suggestions for improvement and design including implementation of All-Corps activities.
- Provide leadership development and service opportunities for CMs within MHYC and in the community (creation of CM Specialty roles, SMART goals).
- Support/coordinate the advancement of organizational diversity, equity and inclusion (DEI) goals; coordinate and facilitate related training and activities.
- Promote individual learning, leadership and personal growth among CMs and staff.
- Assist staff as needed in planning and facilitating teambuilding & service-related activities.

#### **Recruitment and Orientation**

- Support YouthBuild recruitment activities and oversee the hiring process for CMs.
- Assist program staff in development and implementation of CM orientation.

#### **Supervision**

- Supervise CMs during on and offsite program and service activities.
- Supervise youth/early career leaders (e.g. VISTA(s), Alumni Mentor(s), Specialist(s), etc.)

#### **Supportive Services and Alumni Support**

- Assist Supportive Services team to provide support and resources to CMs throughout their terms of service.
- Provide oversight of successful placement of CMs and alumni into post-program careers.
- Facilitate follow-up calls and site (work, home, etc.) visits with YouthBuild CMs and alumni as appropriate.
- Conduct YouthBuild alumni outreach and engagement activities.

#### **Administration**

- Track program activities, create and maintain quarterly reports for MHYC, funders, program and project partners as needed.
- Contribute to MHYC Social Media efforts.
- Document CM and alumni follow up contacts.

- Track CM competencies and benchmark accomplishments. Coordinate between YouthBuild staff to ensure that CM competencies are accurately recorded and updated bi-weekly.
- Conduct timely database entries (e.g. Department of Labor, Salesforce, etc.).
- Work with the Youth & Community Engagement (YACE) and Development & Marketing Departments in developing recruitment and agency-related presentations.
- Develop and manage programmatic evaluation tools and databases.
- Ensure that CM files, AmeriCorps education award paperwork and attendance records are complete, accurate and updated in a timely manner.
- Assist other staff by providing programmatic information needed for marketing materials and fundraising proposals.

*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*

#### Education

- Minimum AA/AS or HS diploma or equivalency + related experience

#### Required Qualifications

- Demonstrated commitment to advancing diversity, equity and inclusion.
- Minimum one year of youth development or related experience.
- Minimum one year of working with a diverse population of youth (ages 18-24 preferred).
- Valid driver's license with insurable motor vehicle record (MVR)
- 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.
- Willingness to adhere to MHYC's COVID-19 policies and procedures

#### Desired Abilities/Experience (not required)

- Construction, carpentry and/or other skilled trades experience
- Spanish/English fluency

### *Hours & Compensation*

This is a full-time, hourly (non-exempt/regular) position. Salary range is \$18.27-\$21.15 per hour depending on experience. Hours are Monday through Friday 7:30 a.m. – 4:00 p.m. Some evening and weekend hours will be required. Medical, dental, vision and life benefits are available on the 1<sup>st</sup> 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 "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.*