



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

## **Project Coordinator: Land Conservation (Denver)**

**Summary:** Develop, coordinate and provide day-to-day management of land conservation projects. Provide critical support for operations and risk management. Responsible for the daily supervision, ongoing training and development of Land Conservation Leaders and Project Mentors. All Leaders and Mentors are enrolled in AmeriCorps ([www.americorps.gov](http://www.americorps.gov)), a national service program.

**Reports to:** Regional Manager: Denver Land Conservation

**Hours & Compensation:** This is a full-time, hourly, non-exempt position with a wage of \$18.27-\$19.71 per hour. Hours are Monday through Thursday 7:00 a.m. – 5:30 p.m. or Monday through Thursday 7:00 a.m. – 4:30 p.m. and Friday 8:00 a.m. – 12:00 p.m. Some evening and weekend hours will be required for camping projects and special events. PTO accrual begins immediately upon hire. Medical, dental and life benefits are available on the 1<sup>st</sup> of the month after working 60 days. MHYC also offers paid holidays and a Section 403(b) Retirement Plan. The position is open until filled.

### **Essential Functions:**

#### **Supervision and Management**

- Play a primary role in Land Conservation Leader and Project Mentor hiring, orientation and training.
- Provide consistent and proactive supervision of Land Conservation Leaders with Program Coordinators, including work performance evaluations and adherence to policies and procedures.
- Provide consistent and proactive supervision of Project Mentors including work performance evaluations and adherence to policies and procedures.
- Collaborate with Coordinators and Managers to effectively meet Crew Leader needs (orientation, technical training, crew leader meetings, etc.)
- Provide direct support to Crew Leaders in addressing Corpsmember job performance issues.
- Promote a solution-focused youth development environment in which Corpsmembers have the opportunity to develop new skills and experience personal growth.
- Enforce policies and program procedures outlined in the MHYC employee handbook.
- Act as a role model to all Corpsmembers and promote a positive corps culture.
- Serve as on-call duty officer for overnight crews on a rotating basis; respond to emergencies if they arise after business hours in the field.

#### **Project Development and Coordination**

- Oversee the development, implementation and continuous improvement of the Land Conservation Leaders, Summer of Service and Fall Forestry programs in collaboration with Program Coordinator, Regional Manager and Director.
- Plan, coordinate and implement appropriate technical and educational trainings for Corpsmembers.
- Maintain regular communication with external partners throughout the duration of projects and season.
- Complete pre-project site visits and develop Project Vitals to ensure that fee-for-service projects are well-executed and lead to high satisfaction rates for project partners.
- Brief Crew Leaders before project deployment on the scope of work, project background, environmental and community impact, emergency procedures and other relevant information.
- Serve as primary contact for Crew Leaders on project and partner-related topics to resolve on-site technical and operational issues.
- Manage crew numbers in the field to maintain appropriate coverage across crews.
- Establish partnerships with public land agencies, local governments and nonprofit agencies that work in environmental conservation, outdoor recreation and community development.
- Recognize and react to industry trends in natural resource management.

## Administration

- Oversee the compilation and completion of high-quality reporting data after each project (accomplishments, herbicide application records, photos, job hazard analyses, partner evaluations, etc.).
- Manage and respond to partner and Corpsmember feedback gathered after project completion.
- Support billing for projects in a detailed and timely manner with the Finance Department.
- Support with grant application development and grant-related reporting.
- Submit information for quarterly program reports and other organization reports as needed.
- Assist staff by providing programmatic information for marketing and development materials.

## Operations

- Support the oversight, assessment and review of all incidents (near misses, illnesses and injuries) and workers' compensation claims.
- Play an active role in and be present on project deployment and project completion days.
- Coordinate the procurement, security, distribution and inventory of chainsaw fleet, tools, safety equipment and field supplies for land projects.
- Oversee the organization and functionality of the Denver tool garage and saw shop.

## Agency Support

- Promote agency mission in all activities.
- Advance MHYC's strategic diversity, equity and inclusion goals by applying the organization's Equity Lens to project and program design and implementation.
- 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:

**Required Experience:** 1-2 years of project coordination and supervisory experience. 1-2 years of experience in natural resource management, volunteer management, conservation or working with a youth corps preferred.

## Requirements

- Desire to further Mile High Youth Corps' mission, vision and values
- Commitment to diversity, equity and inclusion practices
- Knowledge of natural resource and outdoor recreation issues.
- Knowledge of public land agencies and nonprofit organizations serving the Metro Denver region preferred.
- Organized and detail-oriented.
- Proficient written and oral communication skills.
- Proficient in Microsoft Office software (Outlook, Word, Excel and PowerPoint).
- Ability to work in a fast-paced, creative and deadline-oriented environment.
- Ability to deliver high quality customer service to project partners.
- Must be able to lift 50 lbs., spend 8-10 hours a day in the sun and hike 5 miles with a day-pack.
- Valid driver's license with insurable driving record.
- 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.
- Wilderness First Aid (or a higher wilderness medicine certificate) is a post-hire requirement. If a candidate does not already have this certification, the cost of the training will be covered by MHYC.

## **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](mailto:staffjobs@mhyc.net) (include position title in subject line).

Questions? Email Claire Morrissy at [clairem@mhyc.net](mailto:clairem@mhyc.net) or call at 303-433-1206 ext. 229.

*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.*