



YOUTHBUILD FIELD COORDINATOR: HEALTH & WELLNESS

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

Position Overview: Join a growing and thriving organization. Mile High Youth Corps (MHYC) offers a leading compensation package including generous paid time off; comprehensive insurance coverage including health, dental, vision and life; 403b retirement with 3% match; mental health and wellness support; professional development; hybrid work options.

The Field Coordinator: Health & Wellness oversees crews of 8-10 [YouthBuild](#) participants (Corpsmembers) ages 18-24 attending a certified nurse aide (CNA) program at a local community college while performing health and wellness related service at Denver area nonprofits. The Field Coordinator: Health & Wellness is responsible for maintaining safe worksite practices, providing academic support during CNA training and clinicals, supervising onsite service and work-based learning activities, maintaining cohesive program implementation, and providing training and leadership development opportunities. This position works closely with community college faculty and staff to support learning, and with health and wellness service partners to assist with project completion and maximizing training opportunities for Corpsmembers (CMs). This position is partially funded by AmeriCorps, and works directly with CMs enrolled in an AmeriCorps program.

Reports to: Associate Director: YouthBuild

Hours & Compensation

This is a full-time non-exempt position with a starting pay rate of \$21.15-\$23.08/hour dependent on experience. 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.

Areas of Responsibility

Youth Development & Supervision

- Provide daily supervision to a crew of 8-10 young adults enrolled in community college certified nurse aide (CNA) classes and serving in local nonprofit healthcare positions
- Assist with recruiting, interviewing and hiring CMs
- Enforce and model the code of conduct, discipline policies, and program procedures outlined in the Employee Handbook and in alignment with YouthBuild program and funding guidelines
- Provide ongoing feedback and a minimum of one formal performance evaluation per CM each program cycle
- Promote a solution-focused youth development environment in which CMs have the opportunity to develop new skills
- Supervise young adult/early career leaders (e.g. VISTA(s), Mentor(s), Specialist(s), etc.)

Program & Project Coordination

- Oversee CM progress in CNA program benchmark attainment and state certification preparation
- Support the implementation of Career Technical Education (CTE) and work-based-learning activities including industry-recognized certificate attainment, site visits, guest speakers, job-shadows, etc.
- Implement program practices that reflect local and national best practices in relation to youth corps, positive youth development, diversity, equity and inclusion



- Serve as a liaison and on-site contact with community college faculty and staff, service partner staff, and other project sponsors
- Assist in maintaining community partner relationships to maximize career pathway connections for CMs, career exploration, and placement
- Plan and supervise community service projects and teambuilding activities

Corpsmember Learning and Development

- Provide coaching, instruction and academic support in CNA course content and skills including basic nursing skills, communication skills, restorative services, personal care skills, and safety and emergency care
- Assign and monitor service tasks among CMs and maintain consistent workflow, ensuring each CM receives quality service site learning opportunities
- Support and encourage CM program participation and progress; provide follow-up support post-program
- Plan and facilitate team-building activities
- Facilitate leadership development by implementing service-site leadership roles, providing appropriate feedback, and identifying appropriate avenues for individual growth

Administrative Duties

- Maintain thorough CM records including tracking programmatic activities, trainings, skills learned, project accomplishments, daily attendance, and time records
- Complete timely data entry in assigned databases for organization and funder purposes
- Work with MHYC's Youth & Community Engagement (YACE) and Development & Marketing Departments in developing recruitment and agency-related presentations
- Assist other staff by providing program information needed for reporting, fundraising, marketing and other organization activities

Organization Support:

- Contribute to planning and coordination of MHYC community meetings and all-Corps service days
- Support/coordinate the advancement of organizational diversity, equity and inclusion (DEI) goals
- Promote agency mission in all activities
- Advance MHYC's strategic diversity, equity and inclusion goals by applying the organization's Equity Lens to decision-making
- Attend and participate in staff and community meetings, retreats and community-based events
- 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 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 with Certified Nurse Aide (CNA) certification in good standing OR post-secondary certificate or credential with willingness to earn CNA upon hire (training paid by MHYC).

Experience: One or more years of youth development, CTE and/or related programs experience with MHYC's core population of young adults ages 18-24 years old; one or more years of supervisory experience.



Requirements:

- Desire to further Mile High Youth Corps' mission, vision and values
- Commitment to advancing MHYC's strategic diversity, equity and inclusion goals
- Ability to legally work in the United States, which will be verified through the federal E-verify system
- Pre-service background check required, which includes fingerprinting
- Valid drivers' license; ability to drive a 12-passenger van; 21+ years old with two or more years of driving experience and insurable driver's record (MVD)

Preferred:

- Spanish-English proficiency
- Experience with trauma-informed care practices
- Experience with social, racial, economic, and/or restorative justice activities or programming
- Positive Youth Development (PYD), youth corps and/or AmeriCorps knowledge/experience

To Apply:

Candidates are asked to provide a resume 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 a cover letter.*** Send resume and cover letter to: staffjobs@mhyc.net (include **Field Coordinator: H&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