



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

Program Coordinator: Land Conservation (Denver)

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; and a modified work schedule of 72 hours over 2 weeks (ex. one Friday every 2 weeks off).

The Program Coordinator oversees Corpsmember educational curriculum and outcomes, and hires and onboards Land Conservation crews comprised of 18-24 year-olds. Responsible for coordinating the onboarding and orientation of Program Mentor(s), Land Conservation Leaders, Summer of Service and Fall Forestry Corpsmembers. Plays a critical role in monitoring the Corpsmember experience through collection and follow-up on programmatic evaluations and project feedback surveys. Supports the organization's diversity, equity and inclusion goals. All youth program participants, known as *Corpsmembers*, are enrolled in AmeriCorps (www.americorps.gov), a national service program.

Reports to: Regional Manager: Denver Land Conservation.

Hours & Compensation: This is a full-time, 72 hours over 2 weeks, non-exempt position with a wage of \$21.12-\$23.51/hour depending on experience. Some evening and weekend hours will be required for camping projects and fundraising, recruitment and other special events. Paid time off accrual begins immediately upon hire. Medical, dental, vision, life, long term and short term disability 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.

Essential Functions:

Youth Development, Hiring & Supervision

- Coordinate recruitment and hiring for Program Mentor, Land Conservation Leader, Summer of Service and Fall Forestry Corpsmembers.
- Collaborate with Youth and Community Engagement (YACE) team to design and implement hiring plans that increase representation and foster increased sense of belonging among young adults who have been historically excluded, prioritizing youth of color.
- Implement orientation for Corpsmembers, Crew Leaders and Mentors.
- Provide consistent and proactive supervision of Program Mentor, including performance evaluations and adherence to policies and procedures.
- Enforce policies and program procedures outlined in the MHYC employee and Corpsmember handbooks.
- Provide significant leadership development and service opportunities for Corpsmembers throughout the duration of their terms of service both within the organization and in the community. Coordinate Corpsmember programming such as in-field educational activities, service projects, and cross-departmental trainings.
- Promote a solution-focused youth development environment in which Corpsmembers have the opportunity to develop new skills.
- Promote individual learning, leadership and personal growth among Corpsmembers.
- Connect Corpsmembers with resources for food, transportation, housing, counseling and gear accessibility.
- Serve as safety officer, ensuring proper follow-up and self-care principles are taken by Corpsmembers injured in the field.
- Act as a role model to all Corpsmembers and promote a positive corps culture.
- Serve as on-call duty officer on a rotating basis; respond to emergencies if they arise after business hours in the field.

Program Coordination

- Design and implement programs that promote Corpsmember success and ensure the equitable program completion and career or post-secondary education placement with no differences by Corpsmember race and/or other identities.
- Oversee the continuous improvement of the Land Conservation Leader, Summer of Service and Fall Forestry programs.
- Ensure meaningful and culturally competent programming including orientation, educational activities, specialized trainings, and Community Meetings (full organization gatherings).
- Implement program practices that reflect local and national best practices in relation to youth corps, positive youth development, diversity, equity and inclusion and other related areas.
- Communicate effectively with all stakeholders in program activities both internally and externally.
- Support Land staff in the successful distribution, security and maintenance of MHYC tools, vehicles and uniforms.

Administration

- Prepare and maintain complete and accurate files and employment paperwork for each Corpsmember throughout the length of the program, including timesheets, hour logs, rosters and daily accountability forms.
- Monitor Corpsmember experience through collection and follow-up of programmatic evaluations and project feedback surveys.
- Support the tracking of Corpsmember hours and enter and approve hours in Paycom (payroll system).
- Submit information for quarterly program reports and other organization reports as needed.
- Assist staff by providing programmatic information for marketing and development materials.
- Ensure timely completion of Corpsmember awards, incentives and recognitions.
- Ensure proper reporting and documentation of all illnesses, injuries and other Corpsmember incidents.

Agency Support

- Promote agency mission and values in all activities.
- Advance MHYC's strategic diversity, equity and inclusion goals by applying [the organization's Equity Lens](#) to 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 program coordination and supervisory experience. 1-2 years of experience in youth development, conservation, volunteer management or working with a youth corps preferred.

Requirements

- Desire to further Mile High Youth Corps' mission, vision and values.
- Commitment to advancing MHYC's strategic diversity, equity and inclusion goals.
- 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.

- Meet driver requirements of being at least 21 years old and possessing a valid driver's license with insurable motor vehicle record (MVR).
- 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 (include position title in subject line).

Questions? Email Claire Morrissy at 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.