



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

## **Denver Regional Manager: Land Conservation**

**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 Denver Regional Manager: Land Conservation is responsible for managing youth development programming and operations including hiring, orientation and training for AmeriCorps members (called Corpsmembers) in the Program Mentor, Land Conservation Leader, Summer of Service, Fall Forestry and Winter/Summer Fire programs. This position will manage Corpsmember career pathway activities including environmental stewardship projects on public and protected lands throughout the Denver metro area and core curriculum programming (leadership, life skills, civic engagement, social justice, environmental stewardship, career readiness training). This position also supervises direct service staff in coordinator positions. The Regional Manager will collaborate with other managers and members of MHYC's Supportive Services and Youth and Community Engagement teams.

**Position open until:** January 17, 2025

**Reports to:** Director: Land Conservation and Operations

### ***Hours & Compensation***

This is a full-time, 72 hours over 2 weeks, non-exempt position with a starting pay rate of \$50,000-\$55,000/year depending 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 30 days. Hours are Monday through Friday 7:30 a.m. – 4:00 p.m. Some evening and weekend hours may be required for Corps-related functions.

### ***Responsibilities:***

#### **Supervision, Staff Development and Management**

- Provide proactive supervision, coaching and on-going training for Land Conservation Program and Project Coordinators.
- Manage the hiring process for Program and Project Coordinators, Program Mentors, Land Conservation Leaders (LCLs) and Corpsmembers (CMs).
- Manage new Denver Land staff, Program Mentor, LCL and CM onboarding, orientation and training.
- Ensure Land Conservation staff, Program Mentors, LCLs and CMs follow MHYC policies, procedures and guidelines as outlined in the Employee Handbook, Corpsmember Supplement, standard operating procedures (SOPs) and related documents. Manage progressive discipline processes for staff and Corpsmembers in collaboration with Director of Corpsmember Advancement and Compliance.

- Monitor and evaluate Program and Project Coordinator performance; provide oversight of performance management and evaluation for Denver Land Program Mentors, LCLs and CMs.
- Promote and maintain a Denver Land team culture consistent with MHYC values and norms.

### **Program and Project Management**

- Oversee the development, implementation and continuous improvement of the Program Mentor, LCL, Summer of Service (SOS), Fall Forestry (FF) and Winter/Summer Fire programs.
- Collaborate with Youth and Community Engagement (YACE) team to establish and achieve annual recruiting and hiring goals.
- Oversee fee-for-service and grant-funded project development and implementation ensuring effective contract development, scheduling, monitoring and communication.
- Maintain dynamic, reciprocal partnerships with local, state and national land-management agencies and non-profit organizations. Identify and develop new partnerships and funding opportunities.
- Oversee the implementation of a cohesive education program that meets organizational, project partner and funder goals and work closely with program leadership to provide seamless programmatic implementation. Ensure effective program operations through proactive oversight of scheduling; facilities; fleet/vehicles; tools and equipment; supplies and uniforms.
- Ensure that safe working procedures are followed; promote a risk management culture focused on injury prevention and transparency. Oversee injury/illness/incident management and complete workers compensation reporting.
- Provide a solution-focused environment that promotes Corpsmember success and oversee employee discipline with a clear, consistent and strategic approach.
- Utilize program and project outcomes and impact data to inform a continuous improvement approach to program and project planning and implementation.

### **Administrative**

- Organize regular Denver Land team staff meetings to ensure successful program delivery and clear lines of communication.
- With the Director: Land Conservation and Operations, develop annual budget; manage Denver Land budget and monitor spending.
- Ensure timely completion of project billing processes.
- Submit expense and revenue information for periodic budget forecast updates and other agency reports as needed.
- Manage Denver Land program and project evaluation tools and ensure accurate and timely tracking of outcomes.
- Ensure all program tracking forms are complete, accurate and updated in a timely manner. This includes CM time log, accountability forms, performance measure tracking, educational services tracking, etc.
- Assist other MHYC staff by providing programmatic information needed for internal/external reporting, media and stakeholder site visits, marketing materials and fundraising proposals.

### **Organization Leadership**

- Collaborate with SFR Regional Manager to ensure alignment and coordination of regional Land Conservation program and project planning and implementation.
- Serve on organizational management and leadership teams as required.
- Attend and participate in MHYC staff meetings, training, committees and working groups.



- Represent MHYC in the community at partner meetings, community events, coalition and network meetings, etc.
- 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 decision-making.
- Other duties and responsibilities as required.

*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

- Post-secondary certificate or degree

#### Required Qualifications

- Demonstrated commitment to advancing diversity, equity, inclusion and belonging (DEIB)
- Ability to work with people from diverse backgrounds and experiences
- Proven leadership skills
- Technical skills including two or more of the following: trail-building; tree-felling; invasive species removal; wildland firefighting; fence-building; fire/flood mitigation/restoration; landscaping; general construction
- One or more years of natural resources and/or land conservation program coordination and/or management experience
- One or more years of supervisory management experience
- One or more years of youth development and/or workforce development experience
- Valid driver's license with insurable driving record and ability to drive 12-passenger vans and light trucks
- 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

#### Desired Qualifications

- Spanish/English language proficiency

### *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 "Denver Regional Manager: Land Conservation" 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, color, hairstyle (hair texture, hair type, or a protective hairstyle*

that is commonly or historically associated with race), sex (including pregnancy, childbirth or related medical conditions, and breast feeding) or gender, age, religion (including, but not limited to, religious dress and grooming practices), pregnancy, color, creed, citizenship, national origin or ancestry, ethnicity, mental or physical disability, medical condition, veteran status, military or veteran status, family care or leave status, familial status, marital status, sexual orientation, sexual and reproductive health decisions, gender identity, genetic information or any other characteristic protected by law or any other consideration made unlawful by federal, state or local laws (together, these are referred to as “Protected Characteristics”), including Title VI of the Civil Rights Act of 1964, as amended. *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](http://www.milehighyouthcorps.org)*