



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

## **Southern Front Range Regional Director: Land Conservation**

**Position Overview:** Mile High Youth Corps (MHYC) is a Colorado-based 501(c)(3) organization powered by a network of young adults, ages 18-24, who are justice-focused, committed to creating sustainable communities and pursuing a meaningful path to career success. As a leader in positive youth development, workforce development and community-based service, our Youth Corps completes conservation, construction and healthcare projects across a 23-county service area including the Denver and Colorado Springs metro areas. MHYC offers a leading compensation package including generous paid time off; 17 paid holidays per year (minimum); comprehensive insurance coverage including health, dental, vision and life; mental health and wellness support; professional development; and a modified work schedule of 72 hours over 2 weeks (ex. one Friday off every 2 weeks).

The Southern Front Range (SFR) Regional Director: Land Conservation is responsible for directing youth and workforce development programming and operations at MHYC's Colorado Springs headquarters. This position is responsible for leading and cultivating a high-performing team while directing regional hiring, orientation and training for staff and AmeriCorps members (called Corpsmembers); core curriculum programming (leadership, life skills, civic engagement, social justice, environmental stewardship, career readiness training); Corpsmember career pathway activities including environmental stewardship projects on public and protected lands throughout the Southern Front Range region; budget development and management; and overall program operations. The SFR Regional Director serves as MHYC's primary relationship manager for essential regional program, project and community partnerships, and oversees the SFR Advisory Council.

The SFR Regional Director is a member of MHYC's Directors' Team, a cross-functional and collaborative leadership team dedicated to advancing the organization's mission and strategic plan. The ideal candidate will be a proven leader committed to MHYC's mission and values, possess strong interpersonal skills, and have the ability to work with a wide range of internal and external stakeholders.

**Position open until:** January 31, 2025

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

### **Hours & Compensation**

This is a full-time, 72 hours over 2 weeks, exempt position with a starting pay rate of \$60,000-\$70,000/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 8:00 a.m. – 4:30 p.m. Some evening and weekend hours will be required for Corps-related functions. Periodic travel to Denver is required.

## ***Responsibilities:***

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

- Provide proactive supervision, coaching and on-going training for Land Conservation Program and Project Coordinators
- Oversee the hiring process for Program and Project Coordinators, Program Mentors, Land Conservation Leaders (LCLs) and Corpsmembers (CMs).
- Oversee new SFR 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 corrective action processes for staff and Corpsmembers in collaboration with administrative staff.
- Monitor and evaluate Program and Project Coordinator performance; provide oversight of performance management and evaluation for SFR Land Program Mentors, LCLs and CMs.
- Promote and maintain a SFR 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) and Fall Forestry (FF) 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.
- Utilize program and project outcomes and impact data to inform a continuous improvement approach to program and project planning and implementation.

### **Administrative**

- Organize regular SFR 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 SFR Land budget and monitor spending.
- Oversee the timely completion of project billing processes.
- Oversee the submission of expense and revenue information for periodic budget forecast updates and other agency reports as needed.
- Manage SFR Land program and project evaluation processes and ensure accurate and timely tracking of outcomes.



- Oversee program tracking and ensure documentation and reporting are complete, accurate and updated in a timely manner (including 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

- Serve on MHYC Directors Team and other organizational management and leadership teams as required.
- Oversee the SFR Advisory Council including facilitating quarterly meetings and establishing annual goals. Recruit and sustain relationships with members of the council.
- Collaborate with Denver Regional Manager to ensure alignment and coordination of regional Land Conservation program and project planning and implementation.
- Support the implementation of the MHYC Eastern Plains Land Conservation Program Pilot.
- 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

#### Experience

- Two or more years' experience in each of the following areas:
  - Program leadership and supervision
  - Youth and/or workforce development
  - Natural resources and/or land conservation

#### 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; fire mitigation; invasive species removal; wildland firefighting; fence-building; fire/flood mitigation/restoration; landscaping; general construction
- 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

- Must meet MHYC driver eligibility requirements (at least 21 years old and possess a valid driver's license with insurable motor vehicle record)

### Desired Qualifications

- Spanish/English language proficiency
- Youth Corps and/or AmeriCorps experience

### **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 "SFR Regional Director: 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)**