



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

## **Seasonal Program Coordinator: Land Conservation (Southern Front Range)**

**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; 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).

Operating from MHYC's Colorado Springs seasonal base, the Southern Front Range (SFR) Program Coordinator oversees Corpsmember program experience 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. Provides day-to-day coordination of land conservation projects, such as trail construction and maintenance, invasive species removal, fire mitigation, park development and habitat restoration, and critical support for operations and risk management. Supports the organization's diversity, equity and inclusion goals. All youth program participants, known as *Corpsmembers*, are enrolled in AmeriCorps ([www.americorps.gov](http://www.americorps.gov)), a national service program.

**Position open until:** January 5, 2026

**Reports to:** Regional Manager: SFR Land Conservation.

**Hours & Compensation:** This is a seasonal, full-time, 72 hours over 2 weeks, non-exempt position with a wage of \$21.37–\$23.51/hour depending on experience. The projected start date for this position is January 20, 2026, and the projected end date is September 25, 2026, with the possibility of extension contingent on staffing needs and funding. Paid time off; 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. – 5:30 p.m., with some Fridays off. Some evening and weekend hours may be required for Corps-related functions.

**Areas of Responsibility:**

### Youth Development, Hiring & Supervision

- Coordinate recruitment and hiring for Program Mentor, Land Conservation Leader, Summer of Service and Fall Forestry Corpsmembers.
- Implement orientation for and provide consistent and proactive supervision of Program Mentor, Land Conservation Leaders and Land Conservation Corpsmembers.
- Enforce policies and program procedures outlined in the MHYC employee and Corpsmember handbooks.
- Promote a solution-focused youth development environment in which Corpsmembers can develop new skills.
- Promote individual learning, leadership and personal growth among Corpsmembers.
- Connect Corpsmembers with MHYC Supportive Services resources such as food, transportation, housing, counseling and gear accessibility.
- 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

- Implement and provide ongoing feedback to the design of 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.

- Plan, coordinate and implement appropriate technical and educational trainings (such as leadership, conflict resolution, etc.) for Corpsmembers.
- 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.
- Serve as primary contact for Crew Leaders on project and partner-related topics to resolve on-site technical and operational issues. Maintain regular communication with external partners throughout the duration of projects and season.
- Communicate effectively with all stakeholders in program activities both internally and externally.

### 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 Paylocity (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.

### Operations

- Monitor environmental risks and ensure proper response.
- Support the review of all incidents (near misses, illnesses and injuries) and workers' compensation claims.
- Play an active role in and be present during project deployment and project completion.
- Depending on the time of year, anticipate spending significant time in the field supporting land conservation projects with non-profit, state, local and federal partners.
- 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 seasonal operational base.

### Agency Support

- Provide occasional time and effort support to MHYC's Eastern Plains program.
- 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 community 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:

#### Experience

Minimum 1 year 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 resources and outdoor recreation issues.

- Knowledge of public land agencies and nonprofit organizations serving the Southern Front Range 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 daypack.
- 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](mailto:staffjobs@mhyc.net) (include position title in subject line).

Questions? Email Emily Holmes at [emilyh@mhyc.net](mailto:emilyh@mhyc.net) or call 303-815-9890.

*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.*