



Manager: Operations and Risk Management

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

Position Overview: 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).

Based at MHYC's Denver headquarters, the **Manager of Operations and Risk Management** is responsible for overseeing the organization's facilities, information technology systems, fleet operations, and risk management activities, including managing a fleet of 12-passenger vans, pickup trucks, SUVs, and passenger vehicles, including both organization-owned and seasonally leased vehicles. The position will organize staff information technology support, including workstations, phones, printers/copiers, and related IT systems. The Manager coordinates and delivers staff and Corpsmember safety training, driver training programs, emergency preparedness procedures and drills, and oversees workers' compensation administration. The position also serves as a member of the organization's Risk Management Committee, contributing to the development and implementation of strategies that promote safety, compliance, and operational effectiveness.

Reports to: Director of Finance & Grant Compliance

Hours & Compensation

This is a full-time, 72 hours over 2 weeks, non-exempt position with a starting pay rate of \$26.71-\$29.38/hour dependent on experience. Paid time off eligibility begins immediately upon hire. Medical, dental, vision, disability and life benefits are available on the 1st of the month after working 30 days. Some evenings and weekend hours are required for Corps related functions. This position requires weekly to monthly travel to Colorado Springs.

The position will be posted through October 23rd, 2026 (or until filled)

Areas of Responsibility

Facilities

- Oversee building maintenance, repairs and preventive maintenance
- Coordinate with facilities contractors, vendors and service providers
- Manage facility inspections and address safety hazards
- Oversee security and fire prevention systems, facilities access controls and emergency response plans
- Develop and manage facilities-related budgets
- Maintain records of maintenance activities, inspections, permits and warranties

Fleet

- Manage a fleet of 12-passenger vans, pickup trucks, SUVs, and passenger vehicles, including both organization-owned and seasonally leased vehicles
- Assist program staff in the coordination of seasonal vehicle leases
- Develop and enforce fleet policies and vehicle usage procedures



- Schedule and coordinate preventive maintenance and repairs
- Manage vehicle registrations, licensing, inspections and insurance claims
- Implement fleet safety programs and driver training for staff and Corpsmembers
- Develop and manage fleet-related budgets
- Maintain fleet management records

Information Technology Systems

- Coordinates contract services for IT systems including network, video-conferencing, mobile devices, printer/copier, and data providers
- Provides staff with technical support and training for workstations, phones, printers/copiers, and related equipment and network systems
- Develop and manage information technology related budgets

Risk Management

- Develop site-specific emergency response and preparedness plans, training and drills
- Manage workers' compensation claims and reporting
- Coordinate safety and risk management training with third-party providers for staff and Corpsmembers (e.g., driver training, first aid/CPR, OSHA-10, etc.)
- Support program staff in coordination of program-specific safety-related technical training including specialized equipment training
- Develop risk management and safety training materials, manuals and hands-on learning activities
- Conduct periodic safety audits
- Ensure compliance with federal, state, municipal and partner safety standards
- Collaborate with program staff on the development and implementation of incident and near-miss reporting
- Serve on MHYC risk management committee
- Manage purchasing and inventory of uniforms, personal protective equipment, first aid and safety supplies
- Develop and manage risk management-related budgets

Organization Support

- Promote agency mission and values in all activities.
- Submit information for program reports and other organization reports as needed
- Attend and participate in staff and community meetings and retreats
- Serve on internal advisory and working teams
- 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

Experience: Two or more years of experience in facilities and fleet management. Two or more years of experience with occupational health and safety training/compliance, risk management, or related fields.

Education: Post-secondary degree or certificate

Requirements:

- Desire to further Mile High Youth Corps' mission, vision and values
- Proven ability to foster a welcoming, safe and supportive environment for people of varied backgrounds
- General understanding of risk management in outdoor, field-based, and/or work-based learning programs
- Experience with safety procedures and operation of hand tools (e.g., shovel, Pulaski, hand saws, etc.), power tools (e.g., chainsaws, power drills, etc.), motorized equipment (e.g., wood-chipper, powered wheelbarrow, etc.)
- General facilities and vehicle maintenance and repair knowledge and skills
- Budget development and management skills
- Basic project management skills
- Ability to conduct physically demanding work in varied weather and terrain
- Current CPR/First Aid certificate (or ability to obtain)
- Excellent communication, facilitation and organizational skills
- Ability to lift 50 lbs., spend 8 hours a day outdoors
- At least 21-years-old with 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 system
- Pre-service background check required, which includes fingerprinting

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 "Manager: Operations and Risk Management" 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, 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, political affiliation, 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