



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

Program Coordinator: Eastern Plains

Summary: 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).

The Program Coordinator oversees Corpsmember educational curriculum and outcomes, and hires and onboards a Land Conservation crew comprised of 18-24 year-olds. Responsible for coordinating the onboarding and orientation of Program Mentor, Crew Leaders, 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. This position is based in Otero County, CO, and will support land conservation projects in the six-county region of Baca, Bent, Crowley, Kiowa, Otero, and Prowers counties. This is a three-year, grant-funded position with the opportunity for continued employment dependent upon funding.

Reports to: Program Manager: Eastern Plains

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, fundraising, recruitment, and other special events. Travel to and lodging in Colorado Springs (provided) will be required during first four months of program. Medical, dental, vision, life, long-term and short-term disability benefits are available on the 1st of the month after working 30 days.

The position will be posted until: March 20, 2025.

Essential Functions:

Youth Development, Hiring & Supervision

- Support recruitment and manage hiring of Program Mentor, Crew Leaders, 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 local youth and youth of color.
- Implement orientation for Program Mentor, Crew Leaders, and Corpsmembers.
- Provide consistent and proactive supervision of Program Mentor, Crew Leaders, and Corpsmembers with Program Manager, including work performance evaluations and adherence to policies and procedures.
- Supervise, monitor and evaluate the performance of Program Mentor, Crew Leaders, and Corpsmembers.
- 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.
- 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 development, implementation and continuous improvement of the Crew leader and Fall Forestry program.
- 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.
- Track Corpsmember hours, establish and hold Corpsmembers accountable to hour benchmarks, and enter and approve hours in 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.

Agency Support

- Promote agency mission and values in all activities.
- Demonstrate a commitment to advance diversity, equity and inclusion by applying [MHYC's Equity Lens](#) to every facet of the program and consistently engaging in educational resources.
- 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:

Required 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 Eastern Plains.
- Organized and detail oriented.
- Ability to provide successful supervision and leadership of staff. Excellent written and oral communication skills.
- Proficient in Microsoft Office software (Outlook, Word, Excel and Power Point).
- Ability to work in a fast-paced, creative and deadline-oriented environment.

- Ability to be solution oriented and deliver high quality customer service to community partners.
- Must be able to lift 50 lbs., spend 8-10 hours a day in the sun and hike 7 miles with a day-pack.
- Wilderness First Aid (or a higher wilderness medicine certificate) and S-212 Chainsaw Certification is a post-hire requirement. If a candidate does not already have this certification, the cost of the training will be covered by MHYC.
- 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.

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 Tara Castaneda at tarac@mhyc.net or call at 719-877-2732.

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