



ROCKY MOUNTAIN YOUTH CORPS
Position Description – 2022

<u>POSITION TITLE:</u>	Youth Programs Manager
<u>POSITION TYPE:</u>	Full Time, Regular, Salaried Exempt Employee
<u>SALARY:</u>	\$55,000-\$60,000 annually
<u>BENEFITS:</u>	Health, dental, vision, disability, and life insurance; Retirement plan; Paid vacation, sick time, holiday, and parental leave; Potential annual performance bonus

Applicants must submit resume, three professional references, and cover letter to:
hrdirector@rockymountainyouthcorps.com
Subject Line: Youth Programs Manager

Summary: The Youth Programs Manager will have the primary responsibility of managing all of RMYC's Youth Programs, including Youth Corps and Yampa Valley Science School. Responsibilities include recruiting/hiring/training/managing youth and program staff, overseeing the program implementation, and managing other aspects of the programs. Details of the Youth Corps and Yampa Valley Science School programs and responsibilities are listed below.

SUPERVISION: The Youth Programs Manager reports directly to the Program Director, and directly supervises the Assistant Youth Programs Manager and seasonal Field Coordinators.

YOUTH CORPS PROGRAM:

Overview: RMYC's Youth Corps Program consists of three separate program models and operates between May and mid-August. The Youth Corps program partners with various land management agencies with the goal of engaging young people in priority service opportunities throughout Northwest Colorado. Youth Corps crews consist of 8-10 members and two Crew Leaders.

Crew Leader Training: Five week training starts in early May and goes until the start of the season in early June.

Service Learning Crew (Ages 11-13): Our Routt County based volunteer service learning program that engages around 100 Routt County youth annually.

Community Youth Crew (Ages 14-15): Youth participate in two week program sessions in Routt County and throughout Northwest Colorado. RMYC engages around 120 youth in this program annually. Participants are paid during their two week session.

Regional Youth Crew (Ages 16-18): Members participate in either two or four week sessions throughout Northwest Colorado. RMYC engages around 60 participants in this program each year. Participants are paid during their two week or four week session.

Program Management:

- Coordinate and implement operations of the Youth Corps including recruitment, hiring, training, supervising, project logistics, risk management, education and evaluation, in cooperation with other administrative staff;
- Collaborate with the Human Resources Director to enhance and implement onboarding systems for staff and participant recruitment, placement, and enrollment;
- Ensure proper implementation of project specifications, logistics, project satisfaction forms, and specialty tool needs;

- Work with Assistant Program Manager to hire and train Youth Corps seasonal staff including Field Coordinators, Crew Leaders and youth participants;
- Work with the Program Director and other staff to ensure comprehensive, relevant education programs for the Youth Corps and Yampa Valley Science School;
- Comply with and enforce all RMYC risk management and program policies, guidelines and procedures;
- Work with the Operations Manager to ensure proper inventory and management of necessary program tools, gear, supplies, and vehicles;
- Understanding and assisting with hiring paperwork requirements including communication with crew members and families as needed;
- Overseeing program fees and collection process;
- Work with Accounting manager on a biweekly basis to confirm related Youth Corps crew payroll
- Tracking crew project hours timesheets;
- Coordinate the management of relevant personnel file information.

Partnerships:

- Work with Program Director to initiate and maintain community outreach efforts to relevant partnering agencies in the various northwest Colorado rural communities;
- Work with rural community partners to adapt program models, recruit youth and implement programs;
- Represent RMYC and various youth serving organizations throughout our service region;
- In collaboration with RMYC staff, maintain and create new volunteer partnerships with the Service Learning Crew Program.

Youth Recruitment Placement and Engagement:

- Attend job fairs, community events and networking events in the rural region of northwest Colorado to recruit youth and network with community members;
- Oversee the recruitment and placement of all Youth Corps participants with assistance from the Youth programs Assistant Manager and other staff as appropriate;
- Coordinate the implementation of Youth Corps member training, supervision, and evaluations as implemented by Crew Leaders;
- Manage all aspects of participant experience (timesheet collection, onboarding paperwork, program fees etc);
- Administer, analyze participant and parent program surveys.

Administrative:

- Maintain complete and accurate records for all program operations;
- Support public relations and marketing efforts as required;
- Assist with grant composition and reporting as required.
- Assist with fundraising efforts and events as requested;
- Other administrative duties as assigned.

YAMPA VALLEY SCIENCE SCHOOL PROGRAM (YVSS):

Overview: The YVSS program serves over 300 Routt County 6th grade students in a place based, overnight science camp every fall. This program operates from the end of August through the end of September. The Youth Program Manager position oversees all aspects of the YVSS program in collaboration with the Program Director, Assistant Youth Programs Manager and the Education Manager:

Pre-Program:

- Recruitment, hire, and training of seasonal camp staff;
- Coordinate the engagement of high school Junior Leaders;
- Assist in the planning of program staff orientation and training including cabin time, cabin boxes and fireside procedure;
- Coordinate camp set up and clean up including bunk construction and overall set-up in cabins;
- Attend parent information events in schools as necessary.
- Serve as the main point of contact for all schools participating in the YVSS program;

During the Program:

- Directly supervise program staff and program implementation;
- Work with the Program Director and other program staff to manage overnight duties and camp activities;
- Coordinate and communicate all camp logistics to staff and participants;
- Oversee start of day, end of day and all transition activities during camp;
- Assist with addressing students' special needs;
- Assist with student check-in/out procedures and communicate student departures;
- Coordinate program vehicle needs;
- Manage nightly "lights-out" rounds and wake up rounds in coordination with other program staff;
- Work with other program staff to coordinate clean-up days with cabins and with staff after the students depart the program;

Post Program:

- Analyze participant surveys;
- Lead YVSS staff debrief meetings;
- Work with RMYC staff to inventory and pack camp supplies for next year;
- Assist with logistical tasks as necessary.

Physical Demands and Work Environment:

RMYC is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours and physical ability to walk, climb, balance, stoop, kneel, crouch, type, read, repetitive motions, lift up to 25 pounds, and/or use tools/equipment on an infrequent or frequent basis. Ability to safely drive an organizational vehicle may also be required. Noise level is typically low to moderate.

QUALIFICATIONS:

- Minimum of five years of direct service, supervisory experience with youth ages 10-18
- Bachelor's Degree preferred
- Familiarity with corps model and basic conservation corps skills including low impact camping techniques, service project experience, and tool use and maintenance
- Solid computer skills
- Strong organizational skills, ability to work independently, self-motivated and confident
- Ability to clearly and effectively communicate written and orally
- Clean driving record (Driver's License background check required)
- Clean criminal background check (Federal and State background check required)
- Ability to meet physical and work environment demands of the position
- Sound judgment and ability to implement RMYC policies and procedures
- Must be at least 21 years old (RMYC driving insurance policy)

Rocky Mountain Youth Corps is an Equal Opportunity Employer, drug free workplace and complies with ADA regulations. Rocky Mountain Youth Corps is committed to the inclusion of members with all levels of ability. Reasonable accommodations are available upon request. This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or religion.