



ROCKY MOUNTAIN YOUTH CORPS
Position Description – 2023

<u>POSITION TITLE:</u>	Assistant Youth Programs Manager
<u>POSITION TYPE:</u>	Full Time, Regular, Salaried Exempt Employee
<u>SALARY:</u>	\$55,000-\$57,000 annually
<u>BENEFITS:</u>	Comprehensive Benefits package available

Please apply via the application link on our website, or by clicking this [link](#).

Summary: The Assistant Youth Programs Manager (AYPM) will have the primary responsibility of assisting in the management of all of RMYC's Youth Programs, including Youth Corps and Yampa Valley Science School. Primary responsibilities include: recruiting, hiring, training, and managing youth and program staff; assisting in overseeing the program implementation; and managing other aspects of the programs.

SUPERVISION: The Assistant Youth Programs Manager reports directly to the Youth Programs Manager and supports in directly supervising seasonal Crew Leaders in the field.

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 conservation work and 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 110 Routt County youth annually.

Community Youth Crew (Ages 14-15): Youth participate in two week program sessions in Routt County. RMYC engages around 40 youth in this program annually. Participants are paid during their two week session.

Regional Youth Crew (Ages 14-18): Members participate in either two or four week sessions throughout Northwest Colorado. RMYC engages around 150 participants in this program each year. Participants are paid during their two week or four week session.

Program Management:

- Assist in operations of the Youth Corps program including recruitment, hiring, training, project logistics, risk management, education and evaluation in cooperation with other administrative staff;
- Ensure proper implementation of project specifications, logistics, project satisfaction forms, and specialty tool needs;
- Work with Program Manager to hire and train Youth Corps seasonal staff including Field Coordinators, Crew Leaders and youth participants;
- Comply with and enforce all RMYC risk management and program policies, guidelines and procedures;
- Understand and assist with hiring paperwork requirements including communication with crew members and families as needed;
- Track crew project hours and accomplishments in Salesforce software;
- Coordinate the management of relevant personnel file information.

Partnerships:

- Work with Program Manager to initiate and maintain community outreach efforts to relevant partnering agencies in various northwest Colorado rural communities;
- Work with rural community partners to adapt program models, recruit youth and implement programs;
- In collaboration with RMYC staff, maintain and create existing and new project 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;
- Assist in the recruitment and placement of all Youth Corps participants with Youth Programs Manager;
- Coordinate the implementation of Youth Corps member training, supervision, and evaluations as implemented by Crew Leaders;
- Assist in all aspects of participant experience (timesheet collection, onboarding paperwork, program fees etc);
- Administer and analyze participant and parent program surveys.

Administrative:

- Support public relations and marketing efforts as required;
- Assist with grant composition and reporting as required;
- Assist with fundraising efforts and events as requested;
- Represent RMYC as a member of various related coalitions 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 Assistant Youth Programs Manager and other RMYC admin staff and YVSS partners:

Pre-Program:

- Recruitment, hiring, 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 Camp 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 3 years of direct service, supervisory experience with youth ages 10-18
- Familiarity with corps model and basic conservation/camping 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 age 40 and over, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation or any other applicable status protected by state or local law.