



ROCKY MOUNTAIN YOUTH CORPS Position Description – 2025

<u>POSITION TITLE:</u>	Youth Programs Manager
<u>POSITION TYPE:</u>	Full-time, Regular, Salaried Exempt Employee
<u>SALARY:</u>	\$58,600
<u>BENEFITS:</u>	Health, dental, vision, disability, and life insurance; Retirement plan; Paid vacation, sick time, holiday, and parental leave; Potential annual performance bonus

Summary: The Youth Programs Manager plays a key role in youth development and education, primarily overseeing the Service Learning Crew (SLC) and supporting the Yampa Valley Science School (YVSS). The Manager will be responsible for designing and delivering educational experiences that promote leadership, service, and personal growth. This role includes recruiting, training, and managing SLC leaders, collaborating with community partners to design impactful service learning projects, and creating a supportive environment for youth participants to thrive. A strong background in education and youth development is essential.

SUPERVISION: The Youth Programs Manager reports directly to the Youth Programs Director and directly supervises seasonal SLC Crew Leaders in the field, and assists in managing YVSS instructors in the fall.

YOUTH CORPS PROGRAM:

Overview: RMYC's youth development program offers structured educational opportunities for youth to engage in hands-on learning through conservation projects and service learning. The Youth Corps provides paid positions for ages 14-18, while SLC offers volunteer experiences for ages 11-13. Both programs are designed to foster personal growth, community involvement, and leadership skills in participants. SLC partners with local and community organizations to provide service opportunities. SLC crews consist of 10-12 participants and two leaders.

RESPONSIBILITIES:

Program Management:

- Lead and oversee the SLC program, ensuring the delivery of educational objectives that align with youth development goals.
- Assist in developing and implementing service learning curriculum that supports participants' understanding of community service, leadership, and environmental stewardship.
- Engage youth through experiential learning activities, focusing on developing their critical thinking, problem-solving, and teamwork skills.
- Manage communication with parents and participants to support their educational and developmental experiences in the program.
- Collaborate with community partners to create meaningful, educational volunteer opportunities that align with RMYC's mission and youth development goals.

Education & Training:

- Recruit, hire, and train SLC Crew Leaders, ensuring they are equipped with the skills to mentor and guide youth participants effectively.

- Work closely with the Program Director to enhance educational components of SLC and YVSS, including curriculum design and training for staff.
- Provide ongoing coaching and supervision to Crew Leaders, emphasizing youth development strategies, effective teaching methods, and leadership.

Youth Recruitment & Engagement:

- Actively recruit youth participants by attending job fairs, school events, and networking opportunities.
- Oversee onboarding and training of SLC participants, focusing on setting expectations and preparing youth for their service experience.
- Ensure all youth are engaged in a positive, supportive environment that fosters their growth and development.

Yampa Valley Science School (YVSS):

- Assist in managing the YVSS program, an outdoor, place-based educational experience for 6th graders, emphasizing science, environmental education, and team-building.
- Collaborate with schools and parents to ensure the program meets educational standards and provides a safe, enriching experience for students.
- Support the development of high school Junior Leaders who assist in the YVSS program, fostering leadership and mentoring skills.

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 experience working directly with youth in an educational or developmental capacity (preferably ages 10-18).
- Demonstrated experience in designing and implementing youth education programs, including service learning, outdoor education, or environmental education.
- A Bachelor's Degree in Education, Youth Development, or a related field is preferred.
- Strong organizational and leadership skills, with the ability to guide staff and youth in both educational and service-focused settings.
- Excellent communication skills, with the ability to engage effectively with parents, youth, and community partners.
- Commitment to creating inclusive, developmentally appropriate learning experiences for youth from diverse backgrounds.
- Solid computer skills
- 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
- 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.

