



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

PATHWAYS SUCCESS COORDINATOR

Summary: The Pathways Success Coordinator will lead development and implementation of a pilot program collaboration between Mile High Youth Corps and the State of Colorado Attorney General's office for 18-24 year-old first-time, nonviolent, pre-charge, justice involved youth. Working closely with MHYC's Land Conservation and Supportive Services teams, the Pathways Success Coordinator will adapt MHYC's proven program design to develop: pre-service orientation, career readiness, workforce development and supportive services programming aligned with the specific needs of the pilot program's youth participants (Corpsmembers). This direct service position will also work closely with local District Attorney's office personnel to develop program referral and eligibility criteria and processes. Ideal candidates will have prior youth development experience and working knowledge in one or more of the following areas: Restorative Justice, Trauma Informed Practice, Cognitive Behavioral Intervention, Mental Health First Aid, and Supportive Services/Case Management. This position works directly with Corpsmembers enrolled in the AmeriCorps program.

Reports to: Deputy Director

Responsibilities:

Youth Development, Hiring & Supervision

- Develop and coordinate youth eligibility, referral and selection processes
- Develop and implement orientations and trainings for Corpsmembers (CMs), Crew Leaders, Alumni Mentors and staff
- Supervise, monitor and evaluate the performance of CMs; provide support to Land Conservation Program Coordinators, Crew Leaders and Alumni Mentors
- Promote a solution-focused youth development environment in which CMs have the opportunity to develop new competencies
- Provide CMs with opportunities for leadership development and service, throughout the duration of their terms of service, both within the agency and in the community
- Lead staff and CMs in achieving pilot program goals including high-quality project completion, positive member experiences and successful post-program placement
- Support conflict resolution in facilitated one-on-one, small group and full crew conversations in the field or in the office
- Collaborate with members of the Supportive Services team to connect CMs to resources and supports, including mental health counseling, transportation, food assistance, housing, and childcare

Program Development and Coordination

- Oversee development, implementation and continuous improvement of the New Pathways Pilot program
- Ensure engaging programming that successfully meets MHYC's 6 core educational areas: social justice, leadership development, civic engagement, healthy lifestyles, career development and environmental stewardship.
- Implement program practices that reflect local and national best practices in relation to youth corps, youth development, youth diversion, restorative justice and other related fields
- Creatively identify and implement processes and practices for increased CM retention, improved member experiences, and higher post-program placement through changes to program design, trainings, etc.
- Communicate effectively and professionally with all community partners both internally and externally including personnel from the State of Colorado Attorney General's office and local District Attorney's offices

Administrative Duties

- Monitor, document, and evaluate CM progress in the program using individual written evaluations, case notes, and one-on-one meetings
- Maintain thorough and complete records on each CM throughout the length of the program, including timesheets, hour logs, rosters and daily accountability forms
- Assist in tracking CM hours and establishing and holding CMs accountable to attendance/hour benchmarks
- Assists with reporting requirements for funders and other stakeholders

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

Education:

- Post-secondary certificate or degree (minimum)

Required Qualifications:

- 1-2 years (minimum) of youth (18-24 years old) development experience
- 1-2 years (minimum) of supervision experience; ability to provide leadership for CMs and early career staff.
- Demonstrated commitment to advancing diversity, equity, and inclusion
- Knowledge and/or familiarity with common social justice issues (such as racial equity, LGBTQ+ rights, housing/food/childcare accessibility, etc.)
- Group facilitation experience
- Valid driver's license with insurable motor vehicle record (MVR)
- Able to legally work in the United States, which will be verified via the federal E-Verify program on the first day of employment
- Pre-employment background check required, including a FBI Background Check, which includes fingerprinting. This position has recurring access to vulnerable populations.
- Pre-employment drug screen required
- Willingness to adhere to MHYC's COVID-19 policies and procedures

Desired Qualifications

- Justice-involved youth experience
- Trauma Informed Practice, Restorative Justice and/or Cognitive Behavioral Intervention experience
- Program development experience
- Spanish: English proficiency

Hours & Compensation

This is a full-time, salaried (exempt/regular) position. Salary range is \$43,000-\$47,000/year DOE. Hours are Monday through Friday 7:30 a.m. – 4:00 p.m. Some evening and weekend hours will be required. Medical, dental, vision and life benefits are available on the 1st of the month after working 60 days; eligible for participation in MHYC's 403(b) retirement plan. The position is open until filled.

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 "Pathways Success Coordinator" in the subject line). No calls please.

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, religion, color, socio-economic status, gender, age, sexual orientation, military or veteran status, physical or mental disability, marital status, or national origin. Every effort shall be made to grant reasonable accommodation for qualified people with disabilities to participate in this AmeriCorps program.