



Program Coordinator – Sheridan Inspire Initiative

About the Sheridan Inspire Initiative:

The Inspire Initiative is funded by Great Outdoors Colorado with the goal to connect youth and their families with the outdoors. The initiative includes establishing places for kids and their families to play and connect with the outdoors, programs that activate those places, and pathways to outdoor stewardship and leadership roles. After an 18-month planning process involving youth and their families and a coalition of non-profits, Sheridan School District, elected officials and city agencies, the City of Sheridan, CO was awarded over \$1.7 million to implement its vision of the Inspire Initiative over a three year period. The initiative, which will be implemented by twelve different partners, includes youth jobs, volunteer opportunities, family-focused activities, and programs including canoeing, biking, tubing and rafting, day camps and more. The initiative also includes the development of a nature playground at the elementary school, an outdoor classroom at the middle school and other projects to improve access to nature in Sheridan.

About Groundwork Denver:

Groundwork Denver is a 501(c)3 non-profit organization whose mission is to improve the physical environment and promote health and well-being through community based partnerships and action. Please see our website to learn more: www.GroundworkColorado.org. Groundwork Denver led the Sheridan Inspire planning process and will continue to serve as the project coordinator.

Position Summary:

We are seeking a coordinator for the Sheridan Inspire Initiative. The Coordinator will be an employee of Groundwork Denver but serve the Sheridan Coalition and the Sheridan Youth Advisory Council (see below for a description of the Coalition and Youth Council). The position is 60% time and will be housed in the Sheridan Municipal Building. The Coordinator will be tasked with keeping the collaborative effort on track to meet our vision of the Inspire Initiative.

Responsibilities include but are not limited to:

- Coordinating the coalition members¹, including regular communications and coalition meetings
- Coordinating the Youth Advisory Coalition, with assistance from Groundwork Denver youth program staff and Community Connectors², to keep them engaged in the project and obtain their input and feedback on the direction of the project
- Overseeing subcontracts to the various program providers, including reviewing and approving reports and requests for funding
- Managing the budget and administration requirements of the grant
- Coordinating with GOCO to ensure that Sheridan is part of the broader statewide Inspire Initiative
- Coordinating with other metro Denver Inspire Initiatives
- Communications about the program to the broader community, including social media, press releases, and coordination with the GOCO “Generation Wild” campaign
- Building new partnerships to create opportunities for youth internships, new programs, and future funding opportunities
- Coordinating the implementation of the GOCO evaluation plan with all of the program providers
- Keeping City Council and the Sheridan School Board up to date on the project
- Supervising two part-time Community Connectors. These will be community residents, working 15 hours per week. See below for more information on the Connectors

Responsibilities as a member of the Groundwork Denver team:

Even though this position will have its main office in Sheridan, the person hired will be a member of the Groundwork Denver team. This comes with the following responsibilities:

- Participate in Groundwork Denver volunteer days when needed
- Follow administrative, financial, technology, and other organization-wide policies and risk management protocols
- Contribute to a positive organization culture
- Collaborate respectfully and productively with co-workers to achieve Groundwork Denver's overall mission
- Attend all staff meetings and other meetings as assigned by the Executive Director
- Participate in Groundwork Denver fundraising events and appeals

Qualifications, education and experience:

- Bachelor's degree and 3 years experience in project coordination or management required
- Passion for inspiring youth and families to get outdoors and for Groundwork Denver's mission overall
- Highly organized with the ability to accurately track the status of multiple projects conducted by various agencies
- Demonstrated ability to understand and track complex budgets and approving allowable expenses
- Excellent communication skills, both written and oral. Enthusiasm for keeping people informed and excited about the work of the coalition through social media, press releases and regular updates
- Demonstrated ability to work independently without close oversight. As a remotely officed employee it is critical that the Coordinator can work independently, but also holds a regular schedule and connects with the Groundwork Denver office on a regular basis
- Demonstrated ability to positively supervise staff
- Demonstrated ability to connect with and mentor youth
- Experience with program evaluation
- Experience with budget management or grant administration

Other Requirements:

- The Coordinator will be expected to work in an office environment as well as represent the Coalition at various outdoor activities
- Ability to utilize computer systems, Microsoft Word and Excel, manage phones, and travel to and from meetings and Coalition activities
- A background check will be completed and must be approved prior to start of job
- Bilingual Spanish/English is highly desired

Salary and Benefits:

This is a 60% time position. The salary range is \$30,000-33,000 per year depending on experience. Benefits include: paid sick, holiday and vacation hours; health and dental insurance for employee, and optional coverage of family members (at employee's expense).

To Apply:

Please email a one- to two-page cover letter, writing sample of no more than 2 pages, and no more than 2-page resume to cindy@groundworkcolorado.org

In the cover letter, please describe:

- Why you are interested in this position.
- Your experience in project coordination or management of a diverse group of stakeholders or program areas.
- Your experience managing budgets.

Applications will be reviewed starting on March 12, 2018.

¹The Sheridan Coalition is made up of representatives from Groundwork Denver, City of Sheridan, South Suburban Parks and Recreation, Earth Force, Mile High Youth Corps, Sheridan City Council and School Board, Sheridan School District #2, Trips for Kids and the community as a whole. The Sheridan Youth Advisory Council is made up of 10-15 youth from the community.

²Two bilingual Community Connectors will be hired at 15 hours per week each to make sure that youth and families in Sheridan are engaged in the opportunities and goals of the project. Connectors will participate in family activities, conduct ongoing outreach, and continually gather community feedback and program evaluation.

Groundwork Denver provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ethnicity, religion, gender, gender identity, gender expression, sexual orientation, national origin, age, disability, marital status or civil union status, past or present military service, or any other protected classification. This policy applies to all employment decisions, including recruiting, hiring, placement, promotion, termination, layoff, compensation and training