

## **Groundwork Denver Youth Program Director**

### **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](http://www.GroundworkColorado.org).

### **Position Summary:**

Reporting to Executive Director, the Director of Youth Programs (“Youth Program Director”) will oversee Groundwork Denver’s youth development programs. The Youth Program Director is an integral part of the Program Director team at Groundwork Denver, providing direction for the organization to meet community needs and successfully implementing a major component of Groundwork Denver's work.

### **Program Responsibilities:**

- Oversee the implementation of the Youth Program, including hiring, partnership development, day-to-day operations and evaluation. Oversee Youth Program budget, ensuring grants and contract expenditures are aligned and budget is being spent responsibly and prudently
- Hire, supervise, and mentor youth program staff of seasonal Youth Supervisors. Provide oversight of supervision of youth employees who report directly to Youth Supervisors. Directly supervise youth employees when no Youth Supervisor is available. Manage the recruitment of all youth employees
- Provide direction to Program Managers for youth program projects and coordinate with youth employees to meet project needs
- Cross-collaborate with other Program Directors to coordinate cross-program activities
- Coordinate closely with the volunteer program to engage youth employees to meet volunteer project goals
- Participate in identifying funding opportunities for the youth program. Heavily participate in developing new grant proposals with the Executive Director and grant writer. Responsible for writing grant report narratives in coordination with the Executive Director and grant writer
- Successfully administer youth program grant funds, including adhering to contract billing and financial reporting requirements, ensuring appropriate expenses are allocated, and staff time billing is accurate
- Be responsible for youth employees' safety while they are implementing daily work tasks, bike riding and participating in other outdoor recreation, being transported in vehicles, and while interacting with other youth and adults. Adhere to organizational risk management policies
- Successfully build and maintain external partnerships to develop meaningful work tasks for the youth employees, build the funding base for the youth programs, and collaborate on efforts related to youth development. Represent Groundwork Denver at external meetings, collaborations and community events related to youth development
- Continuously improve the youth program by overseeing the youth program evaluation, including survey development, data collections, and completing the evaluation report

### **Responsibilities as a member of the Groundwork Denver team:**

- Participate in Groundwork Denver fundraising events and appeals
- Participate in volunteer days when needed
- Participate in shared office responsibilities, like cleaning, organizing, and risk management
- Collaborate respectfully and productively with co-workers to achieve Groundwork Denver’s overall mission. Contribute to a positive office culture
- Attend all staff meetings and other meetings as assigned by the Executive Director

**Qualifications, education and experience:**

- Passion for Groundwork Denver’s mission and for youth development
- At least 7 years work history in non-profit or youth-related industry, with 3 years of direct leadership experience
- Bachelor’s degree required. Master’s degree in education, social work, or similar field highly desired
- Highly organized to be able to track youth working on many projects at once, budget detail, deadlines, and evaluation data
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside of the organization
- Supervisory experience and ability to mentor staff in ways to meet program goals through their programs/projects
- Demonstrated ability to engage youth from low-income, urban communities
- Understanding of racial equity and a commitment to continuous personal learning and growth around issues of race and class equity
- Those with experience working with the youth that Groundwork Denver employ, or who have similar life experiences or backgrounds, will be prioritized

**Other Requirements:**

- The job requires both office and field work. Office work includes utilizing computer systems, managing phones, and sitting in meetings. Field work includes walking and biking in natural areas and parks; walking and biking in urban neighborhoods; field labor including bending, stooping, shoveling, weeding, cutting trees and plants; carrying heavy equipment; camping; and other physically challenging tasks.
- Ability to travel to and from meetings and appointments.
- A background check will be completed prior to start of job and at least annually.

**Salary and other benefits:**

This is a full-time salaried position. The salary range is \$55,000-60,000 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](mailto:cindy@groundworkcolorado.org)

In the cover letter, please describe:

- Why you are interested in this position
- Your experience in working with middle school and high school youth and what you learned from them
- Your experience managing budgets and grant-funded programs

Applications will be reviewed on a rolling basis beginning March 19, 2018.

*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.*