



**COLORADO YOUTH**  
**FOR A CHANGE**  
youthforachange.org

## Corps for a Change Program Coordinator

**REPORTS TO: Senior Manager of AmeriCorps Programs**

**FLSA Status: Exempt**

**Organization and Program Overview:** Colorado Youth for a Change (CYC) is an educational nonprofit organization that has made significant strides in reducing the dropout rate in Colorado since its inception in 2005, using collaboration with school districts and community agencies to achieve its mission. From serving 55 students in 2005 to 2,700 in 2020, CYC is at the forefront of statewide efforts to improve educational outcomes for all students, ensuring that they graduate from high school. CYC began by providing reengagement services to out-of-school youth and has evolved to also provide in-school dropout prevention services (Corps for a Change and Reading Corps) to PreK through high school aged students. CYC started Corps for a Change (C4C) in 2015 as a way to increase preventative programming and support high school student engagement. Corps for a Change is an AmeriCorps program that has 75 members serving across the state focusing on increasing student engagement and reducing chronic absenteeism. Our team is growing! We're adding more Corps for a Change Coordinators to CYC as the organization expands its reach and impact across Colorado.

**Position Summary:** The Corps for a Change Program Coordinator is responsible for assisting the Senior Manager of AmeriCorps Programs in fully integrating the Corps for a Change AmeriCorps program into CYC's culture and identity. The Coordinator is responsible for assisting the Senior Manager of AmeriCorps Programs and working in conjunction with other Coordinators on program reporting; ensuring CYC/AmeriCorps mission alignment; coordinating and facilitating monthly member meetings; and providing bi-weekly supervision to members. This position is a hybrid of remote and in-person – the goal is to be in-person with members when possible, however, depending on location, caseload, and Covid-19 protocol, meetings may be done remotely. All team meetings and trainings are virtual. This position is full-time with benefits. Salary is \$48,500 per year.

### **Essential Functions**

- Ensure that all C4C program goals are on-track and that contracted goals are met
- Support the development of tools and interventions to ensure effective implementation of program strategies
- Assist program staff with holding AmeriCorps members accountable with data entry as it relates to student meetings, student attendance and pre- and post-surveys
- Assist program staff and Recruiter with managing school/site recruitment, member recruitment, school/site placement, and onboarding
- Attend AmeriCorps trainings/events
- Conduct bi-weekly member site supervision meetings for an assigned group of 20-25 AmeriCorps members

- Assist in developing, planning, and facilitating monthly day long team meetings
- Ensure AmeriCorps branding and gear is visible across all sites
- Work collaboratively with other Program Managers, Site Supervisors, and school staff to provide cohesive services among the programs
- With the assistance of Human Resources and agency Leadership, carry out supervisory responsibilities in accordance with the organization's policies and applicable laws

### **Commitment to Organization Culture and Values**

- Commit to operate within a framework that centers CYC's organizational values of growth, inclusion, integrity, excellence, and community.
- Contribute to an inclusive and equitable work environment and provide inclusive and equitable services to the community. This includes demonstrating:
  - A commitment to learn and engage in anti-oppression trainings and conversations; including a willingness to unpack personal biases and identities.
  - The ability to put anti-oppression framework into practice within specific role at CYC; including a willingness to interrupt systems of oppression to create more equitable, inclusive environments for staff, AmeriCorps tutors, and students.
  - The ability to cultivate inclusive and equitable relationships with students, staff, AmeriCorps tutors, and community members with varied identities and life experiences.
  - A desire to share the organizational responsibility of creating an environment that supports anti-oppression accountability.
  - Supporting and evaluating your team to develop and meet goals around anti-oppression work.

### **Other Duties**

- Attend and participate in staff and AmeriCorps-related meetings as required
- Speak on behalf of the organization when appropriate
- Run errands as needed using personal transportation
- Perform other duties, responsibilities, and special projects as assigned

### **Knowledge, Skills, and Abilities**

- Computer skills in Microsoft Word and Excel with an emphasis on the ability to create spreadsheets and tables in order to capture data in a useful and intelligible manner
- Excellent written and oral communication and interpersonal skills
- Ability to work independently and remain organized in multiple settings, while simultaneously keeping track of the results achieved
- Ability to contribute to a positive morale
- Experience and comfort working with staff and students from diverse backgrounds as well as their families and support networks as it relates to education
- An ability to "change gears" and work collaboratively with internal staff and external partners
- Advocacy skills, which encourage and promote education and returning to school as the best option for youth
- An ability to find and stay informed about beneficial resources for youth and AmeriCorps members throughout the state of Colorado

- Appreciation of clear and appropriate boundaries with youth and AmeriCorps members
- A passionate and committed belief that youth can rise above seemingly insurmountable obstacles and return to school, graduate, and enter into post-secondary education
- Dependable transportation and being insurable as a driver on the auto liability policy of Colorado Youth for a Change

**Minimum Qualifications**

- Two years of experience working with youth who have been historically underserved/marginalized
- Facilitation and supervision experience preferred
- Experience working with AmeriCorps programs preferred

**Corps for a Change Program Coordinator**

**PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS**

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present, but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				X	
Walking		X			
Standing		X			
Running	X				
Bending or twisting		X			
Squatting or kneeling		X			

Reaching above shoulder level		X			
Climbing (e.g. ladders)	X				
Driving cars, light duty trucks			X		
Driving heavy duty vehicles	X				
Repetitive motion of hands/fingers					X
Grasping with hand, gripping			X		
	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
Lifting/carrying 10-25 pounds		X			
Lifting/carrying 26-50 pounds		X			
Lifting/carrying more than 50 pounds	X				
Pushing/Pulling		X			
Using Foot Controls		X			
Work in/exposure to inclement weather	X				
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes	X				
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases			X		
Exposure to blood, body fluid, or potentially contaminated materials	X				
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)	X				
Exposure to electrical current		X			

Seeing objects at a distance		X			
Seeing objects peripherally		X			
Seeing close work (e.g., typed print)					X
Distinguishing colors			X		
Hearing conversations or sounds					X
Hearing via radio or telephone					X
	<b>NA</b>	<b>NE</b>	<b>O</b>	<b>F</b>	<b>C</b>
Communicating through speech				X	
Communicating by writing/reading				X	
Exposure to aggressive/angry people			X		
Restraining/grappling with people	X				
Other:					
Other:					

Items checked above must be consistent with tasks listed.

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date