



# COLORADO YOUTH FOR A CHANGE

youthforachange.org



## Manager of Recruitment

**REPORTS TO:** Senior Director of 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 operates three AmeriCorps programs: Colorado Reading Corps, Colorado Math Corps, and Corps for a Change. Our team is growing! We're in the midst of expanding all our programs to support more students across the state – recruitment is a crucial and foundational component of that success.

**Position Summary:** The Manager of Recruitment will manage a team of AmeriCorps Recruiters whose main focus is to fill the allotted positions for CYC's three AmeriCorps programs – Corps for a Change, Colorado Reading Corps, and Colorado Math Corps. The Manager of Recruitment will manage the daily operations of recruiting while also creating and implementing a larger strategic plan for recruiting 470 AmeriCorps members annually. Must have a solid ability to conduct phone, in person, skype, teams, zoom, google hangouts and group interviews. Must also be familiar with the various ways to post positions by using social media, networking, attend and host career fairs, network with colleges/universities, high schools, and community organizations. Must be comfortable leading a team amidst organizational growth and unknowns. Familiarity with AmeriCorps is a plus. This position is a hybrid of remote and in-person. All team meetings and trainings are virtual. This is a full time position with benefits. Salary is \$53,000 per year.

### Essential Functions

- Supervise team of AmeriCorps Recruiters
- Develop strategic recruitment plan in order to develop consistent pipelines for member/tutor recruitment

- Develop and maintain relationships with community partners, colleges, and other potential recruitment outlets
- Coordinate annual recruitment marketing campaign with the Development Department
- Manage recruitment components during a large organizational expansion and growth
- Lead the recruitment and hiring process for 220 Reading Corps, 75 Corps for a Change, and 175 Math Corps AmeriCorps members/tutors
- Oversee position postings in various outlets, network with colleges and other institutions that may have good candidate pools, and attend and host career fairs or service fairs to recruit interested candidates
- Review resumes, interview applicants, determine program eligibility, complete reference checks, gather all necessary paperwork and present to Director for consideration
- Ensure completeness and accuracy of information/paperwork collected
- Act as a point of contact and build influential candidate relationships during the selection process
- Conduct follow-up with applicants as needed throughout the hiring process
- Provide analytical and well documented recruiting reports to the appropriate manager
- Maintain online databases and spreadsheets to track applications and interview process
- Provide direction and guidance to AmeriCorps members supporting recruitment and marketing/social media
- Collaborate with Development and Marketing department, and Program staff to ensure successful recruitment of members/tutors
- Other duties as assigned

### **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.
  - Support and evaluate your team to develop and meet goals around anti-oppression work.

### **Other Duties**

- Attend and participate in staff meetings as required
- Speak on behalf of the organization and AmeriCorps programs
- Attend relevant community and school meetings

- Run errands as needed using personal transportation
- Perform other duties, responsibilities and special projects as assigned
- Complete required training courses as assigned by CYC

**Knowledge, Skills and Abilities**

- Excellent organizational skills and meticulous attention to detail and deadlines
- An ability to find and stay informed of various recruitment opportunities at CYC
- Strong decision-making skills
- An ability to work independently and remain organized in multiple settings
- 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 skills
- An ability to “change gears” and work collaboratively with internal staff and external partners
- An ability to find and stay informed about beneficial resources for youth throughout relevant communities
- Dependable transportation and being insurable as a driver on the auto liability policy of Colorado Youth for a Change

**Minimum Qualifications**

- A bachelor’s and/or minimum of five years of proven work experience as a Recruiter (either an in-house or staffing agency recruiter)
- Or a minimum of two years of college and five years of experience
- Supervision experience

**Manager of Recruitment**

**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.

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	NA	NE	O	F	C
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		
	NA	NE	O	F	C
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:					

I have read, understand and am able to perform the essential functions of this position with or without accommodations.

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Employee (Print Name)

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Employee Signature

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Date