



HVCC offers a safe environment where our youth develop and strengthen positive values and behaviors through responsive programming, community service learning, and meaningful opportunities that inspire them to reach their full potential.

Program Support

HVCC@theHVCC.org
www.theHVCC.org
595 Grand Ave | Del Norte
(719) 657-2172

POSITION TYPE

Part Time
Full Time

REPORTS TO:

Program Coordinator

PAY RATE

\$16.67 - 21.37 Hourly

BENEFITS (Full-Time)

Available health, dental, and vision,
short-term disability, and life
insurance

401K retirement

Fair and equitable hiring practices

Opportunities for advancement

Annual salary-based bonus

REQUIREMENTS

- Must be at least 21 years of age
- Must be able to obtain, and hold CPR/First Aid certification
- Must be able to pass a background check and drug screening

Job Duties and Responsibilities

Programs:

- Lead, participate in, and take responsibility for activities in assigned program
- Support development and implementation of monthly plans, activity kits, fitness, braintime, clubs, Fridays, community events, summers, sports, and Encore as needed
- Demonstrate flexibility and ability to manage challenging situations, including helping to monitor and students or participants during programs
- Convey a sense of integrity and warmth and a genuine care for the development of each participant
- Help prepare and arrange atmospheres and spaces that reflect HVCC mission and vision
- Follow policies, procedures, regulations etc in all planning and implementation of activities, programs, and events
- Maintain effective communication with HVCC team using Basecamp, activity kits, calendars, newsletters, and other utilized sources
- Support completion of all paperwork such as daily notes, incident reports, and attendance records

HVCC:

- Counsel participants when social, academic, or other problems arise
- Uphold and support rules and policies that will lead to more positive student behavior
- Maintain professional and positive relationships with staff, youth, families and in the community
- Maintain confidentiality for parents, participants, staff and organization
- Contribute to events and activities that better HVCC
- Ensure the HVCC building and facilities are clean and safe for all of our participants and guests
- Complete HVCC training materials, and integrate HVCC standards in all OST activities, materials, and communications
- Utilize Restorative Justice and Positive Youth Development strategies with program participants
- Participate in activities and trainings to better the programs
- Accept temporary work assignments



HVCC offers a safe environment where our youth develop and strengthen positive values and behaviors through responsive programming, community service learning, and meaningful opportunities that inspire them to reach their full potential.

Ideal Candidate

Experience working in childcare or education

Passion for creating a better community for our participants through the mission and vision of HVCC.

Creativity, organization, and understanding of goals and objectives to plan activities, schedules, trips. Excited to create an atmosphere that supports the activities and places value on the program and events.

Flexibility to understand things won't always go right; ability to learn from what went wrong.

Motivation, excitement, and patience to implement the plans and activities. Excellent team player and collaboration skills -- communicating well and often.

Preferred Qualifications, Skills & Knowledge

- High School Degree
- 1 year of experience in program focus

Working Conditions

- Work will primarily happen at the HVCC building on Grand, but will occasionally be at the HVCC Gym, offsite on field trips, or in other locations
- Occasional travel within the Valley as well as within the state will be required
- Typical work week is 36 hours for full-time employees
- Schedule will include all OST program hours with a typical shift from 10 a.m. to 7 p.m. Tuesday through Thursday and 7:30 a.m. to 6 p.m. on Fridays.
- HVCC staff are expected to work HVCC events and program trips, which may include hours outside of the regular schedule
- Requires standing, sitting, walking, lifting, typing, and the physical ability to keep up with youth during activities, including physical activities such as sports, games, and playground time