



**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.**

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HVCC will be filling one of the following positions - this Person will work closely with the person currently filling The OST and Operations Coordinator role.

We're in the process of splitting the one job into two so That we can better manage our programs. As a result, We're looking to hire a dedicated individual for one of These roles. The other role will be assumed by the Current employee who has been handling both responsibilities.

We're open to hiring the right candidate for either role, depending on their skills and fit within our team.



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## Out-of-School Time Coordinator

### POSITION TYPE

Full Time

### REPORTS TO:

Executive Director

### PAY RATE

\$38,563 - \$44,928

\$20.60 - \$24.00/hr

### BENEFITS

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

401K retirement

Ample PTO (all school holidays off!)

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 pass a background check and drug screening

Must be able to obtain and hold CPR/First Aid certification

Must have a valid Colorado driver's license and a clean driving record (CDL not required)

### WORKING CONDITIONS

In-person position at HVCC facilities and where activities are held

Occasional travel within the Valley as well as within the state will be required

Typical work week is 36 hours

Tuesday - Thursday 10am to 7pm and Fridays 8am to 5pm. Occasional nights or weekends for event or program trips

Requires standing, sitting, walking, lifting, typing, and the physical ability to keep up with youth during activities, including physical activities

### Overview

The Out-of-School Time(OST) Coordinator will develop and implement enriching educational activities focused on Literacy, Science, Technology, Arts, and Mathematics for students attending the 21st Century Community Learning Center and tutoring, after-school, Friday, and summer programs. Programs will support the organization's mission, goals, and values in alignment with funding goals and objectives. This position requires a passion for education, creativity, strong organizational skills, and the ability to effectively collaborate with staff, students, Del Norte Schools, and other community partners.

The OST Coordinator is responsible for coordinating and collaborating with the Operations Coordinator and all program specialists and will provide oversight and supervision for program staff. The OST Coordinator works closely with families, schools, community partners, and program staff to create a positive and enriching experience for children and youth in the out-of-school time hours.

### Ideal Candidate

- Bachelor's degree in education, youth development, social work, or related field
- 2-3 years of experience in youth programs, schools, or related field, with demonstrated experience in program coordination, curriculum development, and staff supervision
- Strong leadership and organization skills, with the ability to effectively plan, coordinate, and manage multiple activities and priorities simultaneously
- Strong written and verbal skills with the ability to effectively convey complex information in a clear and concise manner
- Excellent communication and interpersonal skills, with the ability to engage and build positive relationships with children, families, staff, and community partners
- Knowledge of youth development principles, best practices, and current trends in out-of-school time programming
- Ability to adapt and be flexible in response to the needs and interests of program participants, and create a supportive and inclusive environment for all
- Excellent computer skills including: Office 365, Microsoft Suite, Canva, Productivity Management, Data and Attendance Management
- Ability to work independently and as part of a team, with a collaborative and proactive approach to problem-solving
- Commitment to the organization's mission and values, with a passion for making a positive impact in the community



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## Job Duties and Responsibilities

### Programs

- Develop and implement a comprehensive out-of-school time program curriculum that aligns with the organization's mission, goals, and values.
- Plan and schedule daily activities, including academic support, recreational activities, arts and crafts, STEM projects, and enrichment opportunities.
- Recruit, train, and supervise program staff, including program coordinators, activity specialists, and volunteers, and provide ongoing support and professional development.
- Collaborate with Operations Coordinator for program logistics, including transportation, meal services, facility rentals, and equipment/materials procurement.
- Ensure compliance with licensing regulations, safety standards, and program policies and procedures, and maintain accurate records and documentation.
- Communicate regularly with parents/guardians to provide updates on program activities, policies, and procedures, and solicit feedback and input.
- Collaborate with schools, community organizations, and other stakeholders to promote program participation and engagement, and foster positive relationships and partnerships.
- Serve as a positive role model and mentor for program participants, promoting positive behavior, conflict resolution skills, and social-emotional development.
- Maintain accurate records and documentation related to program activities, participation, and outcomes, and assist with reporting requirements for funders and stakeholders.
- Stay informed about best practices and trends in outdoor education, environmental justice, and equity-focused programming, and participate in professional development opportunities to enhance knowledge and skills.

### Community and Marketing

- Outreach via messages, print, social media, website, and other materials for successful implementation of programs in collaboration with Communications Coordinator.
- Ensure families, participants, and guests feel welcome, informed, and that hard conversations are handled delicately.
- Ensure internal and external communication adhere to the HVCC standard and style.

### Data and Evaluation

- Monitor program attendance, participation, and outcomes, and collect data to evaluate program effectiveness and inform continuous improvement efforts.
- Develop and manage program budgets, track expenses, and assist with fundraising and grant writing efforts to support program sustainability and growth.

### 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 staff meetings, trainings, and professional development activities to enhance skills and knowledge related to youth development, education, and program management.
- Accept temporary work assignments



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## Operations Coordinator

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Full Time

### REPORTS TO:

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### PAY RATE

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### WORKING CONDITIONS

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### Overview

The HVCC Operations Coordinator is responsible for overseeing the administrative and logistical aspects of the organization's Out-of-School Time (OST), Encore, and Community Engagement Programs, ensuring smooth and efficient day-to-day operations. This position involves coordinating programs and events, coordinating transportation and facilities, and fostering positive relationships with program participants, families, community members and partners. The Operations Coordinator works closely with the director, program coordinators and specialists, volunteers,, and other stakeholders to ensure the successful implementation and delivery of high-quality programs.

### Ideal Candidate

- Associate degree or higher
- 2-3 years of experience in management, public administration, youth programs, or related field
- Strong leadership, organizational, and problem-solving skills
- Ability to troubleshoot, identify improvements, and make simple decisions independently
- Strong interpersonal and communication skills with the ability to engage and build relationships with youth, families, staff, and community partners
- Excellent time management and task prioritization skills, strong work ethic, reliable, collaborative
- Flexible and adaptable in ever-changing environment
- Ability to respond to feedback and incorporate it into practice
- Detail-oriented and organized, with the ability to manage multiple projects and deadlines simultaneously
- Experience working with a diverse population
- Goal driven and action oriented
- Excellent computer skills including: Office 365, Microsoft Suite, Canva, Productivity Management, Data and Attendance Management
- Ability to work independently and as part of a team, with a collaborative and proactive approach to problem-solving
- Commitment to the organization's mission and values, with a passion for making a positive impact in the community



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## **Job Duties and Responsibilities**

### Operations

- Fingerprint services
- Printing and organizing materials
- Assist with organization's operations manual and policies; support staff to ensure they are familiar with and utilizing operations and systems
- Monitor training requirements, hours, and certifications for HVCC staff member and volunteers
- Maintain a building-wide inventory system
- Oversee purchasing of supply and inventory
- Create spaces and systems that encompass the culture of HVCC and our mission, vision, and values; ensure the HVCC building and facilities are lean and safe for all of our participants and guests

### Events and Meetings

- Schedule, design, manage HVCC community nights and events
- Staff and board meeting support and setup
- Internal and external preparation, setup, cleanup of events and rentals

### Programs

- Ensure the smooth and successful operations of all HVCC programming through planning and organization
- Collaborate and communicate with coordinators, specialists, volunteers, administration, and partners to prepare participants for success while promoting safety and program quality
- Thorough understanding of schedules and activities to facilitate transportation, supplies, and other needs
- Support CACFP and SFSP compliance and record-keeping
- Encore scheduling, deliveries, activities

### Facilities and Supplies

- Maintain building open-hours
- Inventorying and ordering supplies including handling deliveries
- Maintaining supply and storage spaces at HVCC and HVCC Gym
- Shirts, laundry, etc - washing, organizing, ordering
- Cleaning coordination and collaboration
- Playground/outdoor safety protocols and implementation
- Facilities schedules including setup, take down, etc
- Transporting program participants or making program deliveries
- Grocery and supplies pickups including general errands

### 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