



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.

6th-12th OST + Education Specialist

POSITION TYPE

Full Time

REPORTS TO:

Executive Director

PAY RATE

\$20.60 - \$24.00/hr or
\$32,630 - \$44,928

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 6th-12th Grade Out-of-School Time (OST) + Education Specialist is responsible for developing and implementing programs that promote the development of essential life skills, resilience, entrepreneurship skills and provides internship opportunities in children and youth outside of school hours. This position involves designing curriculum, coordinating activities and internship placements, and providing support and resources to help participants develop the skills and strengths needed to navigate challenges, explore pathways, and develop real-world skills. The OST + Education Specialist will work closely with program staff, families, and community partners to create a supportive and empowering environment for program participants. This position will work primarily with upper-elementary and junior-high aged students.

Ideal Candidate

- Associate degree or higher
- 2-3 years of experience in youth development, counseling, social work, or related field
- Experience developing and implementing culturally responsive curriculum and programs for diverse populations
- Strong interpersonal and communication skills with the ability to engage and build relationships with youth, families, staff, and community partners
- Ability to provide empathetic and supportive guidance to participants, and address sensitive issues and challenges in a respectful and confidential manner
- Ability to motivate and provide guidance to youth through positive relationships
- Ability to organize and supervise participants to maintain a safe and welcoming environment
- 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
- 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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6th-12th OST + Education Specialist

Job Duties and Responsibilities

Programs

- Develop and implement life skills and resilience-building programs that address a range of topics, including communication, decision-making, problem-solving, emotional regulation, goal-setting, and stress management.
- Design engaging and interactive curriculum and activities that are developmentally appropriate and responsive to the needs and interests of program participants, incorporating evidence-based practices and strategies.
- Facilitate connections and partnerships with local organizations, agencies, and professionals to expand access to resources and opportunities for program participants.
- Monitor participant progress and outcomes through ongoing assessment and evaluation, and track program impact and effectiveness through data collection and analysis.
- 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 youth development, social-emotional learning, and resiliency-building programming, and participate in professional development activities to enhance knowledge and skills.
- Advocate for the importance of life skills and resiliency education in youth development and education settings, and promote awareness of the benefits of these programs for individuals and communities.
- Collaborate with program staff to integrate life-skills and entrepreneurship components into existing programs and activities, and support the development of cross-curricular connections and learning opportunities.
- 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

- Support registration and attendance collection
- Program planning that complies with grant goals, objectives, and budgets

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