



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.

K-5th OST + Education Specialist

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 K-5th Grade Out-of-School Time(OST) + Education Specialist 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 K-5th Grade OST + Education Specialist is responsible for coordinating and collaborating with the Operations Coordinator and all program specialists and will provide oversight and supervision for program staff. The K-5th Grade 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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K-5th OST + Education Specialist

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