



High Valley Community Center 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.

OST Fun & Learning Manager

Job Description

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hvcc@theHVCC.org
www.theHVCC.org
595 Grand Ave, Del Norte, CO 81132
(719) 657-2172

POSITION TYPE
Full Time / Salaried

REPORTS TO:
Program Director

PAY RATE
\$18.69 - \$24.04 Hourly
\$35,000 - \$45,000 Annual

BENEFITS
401K retirement
Competitive Compensation
Flexible, Family-first scheduling
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 drug screening, as well as a background check
- Must have a valid Colorado driver's license and a clean driving record (CDL not required)
- Must pass the transportation training for a 15-passenger van

Job Duties and Responsibilities

- Work as a part of the team to develop a safe environment for positive youth development
- Actively participate in staff activities and trainings to better the program
- Create a fun and energetic setting for youth and volunteers
- Provide guidance to youth through positive examples
- Utilize Restorative Justice and Positive Youth Development strategies with program participants
- Maintain a clean and welcoming environment
- Plan and execute meaningful and appropriate activities and events
- Update our current activity plans to maximize entertaining and engaging programming
- Create new activities to incorporate fun and learning into all HVCC program activities
- Organize and arrange materials to support the delivery of engaging and interesting activities.
- Assists participants with homework and Brain Time activities with a positive and helpful attitude
- Create, present and teach lessons with high energy and positive approaches
- Enforce rules and policies that will lead to more positive student behavior
- Maintain professional, positive youth relationships
- Administer biannual surveys to participants
- Update website and social media as needed
- Create calendars, newsletters, invitations, and flyers as needed
- Ensure all marketing materials adhere to HVCC style standards and includes HVCC and 21st CCLC logos
- Possess strong self discipline, morals, passion, integrity, and character to be fully committed to High Valley Community Center's mission, vision, and values
- Other duties as assigned



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Preferred Qualifications

- Must be at least 21 years old
- Four-year degree in child development or a related field, or more than four years experience in a related setting
- Must have passion, idealism, integrity, positive attitude, strong moral values
- Have a commitment to HVCC's mission, vision, and values
- Ability to work with diverse and multi-disciplinary teams
- Ability to listen and communicate tactfully and effectively with all facets of the community
- Understanding of basic grammar, graphic design, and online etiquette
- Ability to think creatively and work independently
- Ability to complete simple math calculations
- Computer skills to include:
 - Microsoft Suite applications
 - Google Suite applications
 - Social media
 - Child management and attendance software

Working Conditions

- Programming days often include activities both indoors and outdoors
- Most of the program time will be spent at the HVCC downtown location, however occasional travel will be required
- Occasional travel within the Valley, as well as occasional travel within the state will be required
- 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. 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