



Position Title: Youth Programs Specialist
Department: Youth Development, Lake Campus
Reports To: Assistant Manager of Middle School Programs
FLSA/Status: Non-exempt/Full-time
Hiring Range: \$29,787 - \$35,043
Job Family: Direct Service Level 2
Revised: April 2018

WHO WE ARE

Mi Casa Resource Center (MCRC) is committed to advancing the economic success of families with limited opportunities through a holistic, individualized, and integrated model for service delivery. For over 40 years, we have provided award-winning workforce, small business, and youth development programs throughout Metro Denver. We partner with some of the area's most respected organizations to provide a mix of economic and educational advancement services to assist families on their path to economic success.

Mi Casa's offers comprehensive out-of-school programs for middle and high school youth. Through academic support, positive relationships with adults, and engaging enrichment activities focused on post-secondary preparation, Mi Casa's work supports students in creating a more vibrant and empowered future for themselves. The Mi Casa Neighborhood Center at the Lake Campus offers programs for middle school youth while programs for high school youth are offered at the headquarter location in Southwest Denver. All Youth & Family efforts also engage parents and caregivers through family activities, parenting education, and economic and educational programs for adults.

POSITION SUMMARY

The Youth Programs Specialist supports the implementation of out-of-school time programs for middle school youth primarily through administrative and programmatic support functions. This position supports all programmatic and operational aspects of the Neighborhood Center including data collection, data entry, phone reception, supplies and inventory. This individual will be involved in recruitment and retention activities and will need to provide excellent customer service to all Lake Campus participants and partners. This position is housed at the Mi Casa Neighborhood Center at the Lake Campus.

KEY RESPONSIBILITIES

Participant Interaction

- Act as a role model and mentor for youth participants.
- Engage middle school students in a way that contributes to the program's commitment to positive youth development.

Operational Tasks

- Serves as first-point of contact for families during programs, including greeting parents upon arrival, locating students in programs, and monitoring student sign-out.
- Assists with a wide variety of administrative and operational tasks such as maintaining sign-in lists, registration forms, and attendances.

Mi Casa's Mission: To advance the economic success of families with limited opportunities, as an organization grounded in our Latino heritage.

Mi Casa's Core Values: Community, Integrity, Innovation, Expanding Opportunities, Connection



- Maintain inventory of supplies and supports ordering and obtaining of supplies as required.
- Assists youth programs and family programs to recruit and enroll participants.
- Assists in implementing out-of-school time and adult programs by acting as a substitute facilitator and supporting adult programs as needed.
- Facilitates out-of-school time lifeskills programs during out-of-school time as needed.
- Ensure student safety at all times while working collaboratively with supervisor and teammates on discipline concerns.
- Collaborate with all staff members in order to support engagement in afterschool programming.

Evaluation

- Conducts data collection through attendance sheets, surveys, focus groups, secondary data sources, and other methods; meeting all data collection deadlines.
- Inputs data into agency databases and tracking systems in a timely, accurate manner; meeting multiple monthly deadlines.

Fundraising Support

- Participate in fundraising activities as needed.

REQUIRED QUALIFICATIONS

- Bilingual Spanish/English required
- A bachelor's degree in human services or related field or an equivalent combination of education, training or experience is required
- Experience working in an office environment providing administrative support as well as experience working with youth and families
- Strong interpersonal and customer service skills
- Pass fingerprint and child abuse registry background checks for consideration
- Availability for flexible schedule with some evenings and weekends
- A valid Colorado Driver's License, good motor vehicle record, and current automobile insurance

KEY COMPETENCIES

- Organized, detail oriented, ability to multi-task, and demonstrate great initiative
- Demonstrated enthusiasm to work with middle school students
- Strong willingness to learn new skills
- Ability to function as a part of a team, including an openness to giving and receiving constructive feedback
- Commitment to professionalism and responsibility
- Strong verbal and written communication skills
- Proficiency using word processing, database, and spreadsheet software.

Mi Casa is an equal opportunity employer.

Interested persons should email a cover letter and resume to jobs@MiCasaResourceCenter.org by April 27, 2018. Interviews may occur as qualified candidates apply.

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