



Position Title: Routt County Empowerment Program Coordinator, Partners for Youth (PFY)

Position Type: Full-time, non-exempt

Job Summary: The Empowerment Program Coordinator leads Youth Empowerment Programming in Routt County, with a primary focus on the Youth Action Council program. The goal of this role is to provide opportunities for youth to create positive change in their community through meaningful, youth-led projects. This position reports to the Empowerment Program Director for direct supervision.

Reports to: Empowerment Program Director

Supervision Exercised: Youth Intern

Compensation: \$48,000 -\$55,000 annual salary, DOE

Benefits: Health insurance, Health Savings Account with employer match, Unlimited Paid Time Off, Simple IRA with employer match

Key Responsibilities:

- 1. Deliver high quality, best-practice based programs resulting in exceptional youth experiences (35%)**
 - Coordinate and facilitate Youth Action Council programming in Hayden and Steamboat, in collaboration with community partners and local schools
 - Help expand and implement programming in South Routt, as needed and appropriate
 - Recruit, engage, and retain youth participants for the Youth Action Council using creative and inclusive strategies
 - Lead and sustain successful youth engagement efforts that encourage ongoing participation
 - Implement curriculum aligned with program standards and Positive Youth Development best practices
 - Provide safe, structured, and youth-driven activities through the Youth Action Council, recognizing that some elements may shift based on youth interests
- 2. Lead and coach youth council members in program delivery (20%)**
 - Encourage youth to use their voices and critical thinking skills to plan and lead projects and events of their choosing
 - Provide day-to-day supervision and support for a seasonal Youth Intern
 - Guide and support Executive Committee members in planning and facilitating Youth Action Council meetings
- 3. Be the local point of contact and liaison with community partners (15%)**
 - Build and maintain strong partnerships with schools, youth-serving agencies, and community organizations throughout Routt County
 - Represent Partners for Youth in local coalitions, community meetings, and collaborative initiatives as needed or appropriate

- Support marketing and outreach of Youth Action Council program (in-person, social media, emails)
4. **Provide feedback and data on program outcomes to assist in program evaluation and continuous improvement (10%)**
- Collect, track, and report program data and evaluations for granting requirements and general accountability and community visibility
 - Use creative and engaging methods (e.g., surveys, polls, games) to gather regular feedback and input from youth participants

Required Qualifications:

- Two years experience in a program coordination role, or Bachelor's Degree in a related field
- Experience working with youth preferred
- Ability to manage time, be detail-oriented, and show initiative
- Ability to work independently and with a team
- Embrace working occasional evenings and weekends
- Willing to undergo and pass background checks
- Must have privately owned vehicle, current driver's license and up to date insurance, as well as a willingness to drive a 12-passenger van as needed
- Proficiency in Google Suite (Google Docs, Sheets, and Calendars)
- Strong verbal and written communication skills
- Familiarity with Routt County, local schools, and youth agencies (preferred)

This description does not state or imply that the duties listed are the only duties to be performed by the Empowerment Program Coordinator. Employees are required to follow job-related instructions and perform other job-related functions as may be assigned by their supervisor.

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

We are committed to creating a diverse and inclusive workplace and strongly encourage individuals from underrepresented groups to apply for this position and bring their unique perspectives and talents to our team.

Visit our website: www.partnersyouth.org to learn more about our programs and organization.