



Position Title: Routt County Youth Development Coordinator - Part Time

Job Summary

Coordinates and oversees Youth Action Council Programming in Routt County, with a goal of providing opportunities for youth to make positive differences in their community through youth-led projects that are meaningful to them. This position reports to the Prevention Director for direct supervision.

What Partners Offers:

Join our team! We offer a flexible working environment with fun, supportive, and committed Staff and Board of Directors. Staff receive extensive professional development opportunities.

This is a .5 full time equivalent, non-exempt position, at 20 hours per week. Hourly rate of \$18-20 based on qualifications, and is eligible for the following company benefits:

- Annual Wellness Benefit and Monthly Cell Phone Stipend
- PTO, 11 paid holidays, with additional paid days off during the last week of December

Key Responsibilities include but not limited to:

- Facilitate and lead the Routt County Youth Action Councils in Steamboat and Oak Creek, and support the Hayden Youth Council as needed in collaboration with community partners and local schools.
- Responsible for recruiting, leading, and sustaining successful youth engagement efforts
- Develop and maintain effective working partnerships with school sites, youth service agencies and other community organizations throughout Routt County
- Collect, manage, and provide/report program data and evaluations for granting requirements and general accountability and community visibility
- Work professionally with all staff as part of Partners' integrated team and participate in related internal and external meetings as required
- Support the Board of Directors and Partners' staff in supplemental tasks as needed
- Promote the safety, welfare, and positive youth development of youth participants

Required Qualifications:

- Bachelor's Degree in a related field, or demonstrated experience in a program coordination role
- Ability to manage time, be detail-oriented, and show initiative
- Ability to work independently and with a team
- Must be willing to work occasional evenings and weekends
- Must be willing to undergo 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

Desired Qualifications:

- Knowledge of Routt County, local schools, and youth agencies
- Working knowledge of computer operations including Microsoft Office programs (Word, Excel) and Google workspace
- Strong verbal and written communication skills, with the ability to network effectively and encourage others towards achieving desired goals
- Experience and/or passion for serving youth facing adversity such as poverty, substance abuse, and educational challenges

Submit cover letter, resume, and two references to Prevention Director Heidi Brown at heidi@partnersyouth.org

Priority given to applicants who apply by December 12th, 2022.

Position open until filled.

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.

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