



**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](mailto: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](http://www.partnersyouth.org) to learn more about our programs and organization.**