Position: Manager of Youth Services

Position Type: Full time, Exempt

Pay Range: Annual Salary - $42,500-$49,500 based on qualifications and experience.

Benefits Include: PTO, Health Insurance, Dental Insurance, Life Insurance, Short term disability, Long term disability, and 403(b).

Reports To: Director of Youth Services

General Description:

The Manager of Youth Services is a full-time salaried position responsible for youth outreach and the daily facilitation of youth programs. The Manager helps supervise program volunteers, including program facilitators from partnering agencies. This position requires skills and knowledge in managing youth interns and volunteers, grant management, program evaluation, research, conflict resolution and de-escalation, advocacy, and training. This position requires clinical experience with youth, age 21 and younger, experiencing issues related to suicidal ideation, safe sex, homelessness, juvenile justice, drug/alcohol use, and family conflict among others. This position requires effective communication skills, reports to the Director of Youth Services and works closely with all Center staff. This is not a clinical counseling position.

Duties and Responsibilities:

Supervision of Staff:

▪ Youth interns on specific, project management focused, events
▪ Task supervision of social work interns
▪ Volunteer facilitators (both adult and youth)

Grant Administration, Program Evaluation, Data Collection:

▪ Assist with the implementation and evaluation of programs and services to fulfil reporting and tracking requirements
▪ Oversee various data collection methods for volunteers, youth census tracking and outreach numbers among others

Fundraising/Budget Management:

▪ Work with Director of Youth Services, and other Center staff, to help identify new funding sources
▪ Work with Director of Youth Services and youth to identify funding needs and priorities
Organize and facilitate all program events, including but not limited to, Queer Prom, Youth Alley at PrideFest, Summer Academy and Holigay to ensure events meet revenue, attendance and other relevant targets

Assist with the management of the program’s annual budget

Clinical Management:

- Oversee program support groups and keep the Director of Youth Services informed of any clinical interventions required
- Assist with the interview and selection of MSW interns and provide appropriate task supervision as necessary
- Assist with all youth programming during regular drop-in hours and program sponsored events

Community Involvement:

- Develop appropriate relationships with youth in the space, encourage participation in activities and ensure all feel welcome and respected
- Participate on various coalitions and committees relevant to LGBTQ youth
- Develop and sustain ongoing relationships with schools and other youth serving organizations to maintain youth engagement, program referrals, outreach and educational opportunities
- Oversee, coordinate and/or participate in all relevant outreach events
- Provide youth centric audiences, such as student assemblies and GSA organizations, with information about program activities, resources and events as requested

Communication/Marketing:

- Contribute to and assist with the maintenance of social media accounts, to include generating and monitoring content and daily posts
- Contribute content for program newsletters, website, board reports and other collateral material
- Create monthly calendar of program events for parent/guardian, school and community distribution
- Represent The Center and The Center’s Rainbow Alley youth program at resource fairs, community and other outreach events in a professional manner
- Participate in regular meetings with Center staff and the program team

Qualifications:

- Advanced degree in Social Work or similar discipline
- Minimum three years professional experience with crisis intervention, case management, program development and community outreach
- Minimum three years professional experience working with youth
- Experience working with youth in a community setting
- Professional, non-profit experience and willingness to work as part of a collaborative team
- Professional experience with the LGBTQ community preferred
- CPR and Mental Health First Aid certified preferred, or willingness to become certified within 3 months of hire
Working Conditions:

- Responsible for the safety and security of both the physical plant and online platforms
- Work in hybrid, physical and virtual, environment as necessary
- Evening and weekend work required
- Work in a youth drop-in center
- Work in a loud, fast-paced and continually evolving youth environment
- May work in outside areas
- Occasional lifting up to 35 lbs. with reasonable accommodations
- Frequent giving, receiving and analyzing of information
- Frequent talking, writing, walking, standing, bending and stooping
- Frequent use of computers, standard office equipment and Microsoft office suite
- May involve some travel in and around the Denver Metro Area
- Expected to work extended hours as needed
- Must be available to work PrideFest weekend every June

Disclaimer:

This is not necessarily an exhaustive list of all responsibilities, duties, requirements or working conditions. While this is intended to be an accurate reflection of the current position, leadership reserves the right to revise the job or to require additional or different tasks be performed as assigned. Additional duties as assigned.

How to Apply:

Please send a cover letter, summarizing your skill set and desire to work at The Center, along with your resume to mfranklin@lgbtqcolorado.org. No phone calls.

Closing Date:

Friday, March 12, 2021 at 5pm.

For information on The Center on Colfax, visit our website at www.lgbtqcolorado.org.

The Center on Colfax is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law. The Center that believes in developing and supporting a diverse workforce.