



Job Title: Youth Rule the World (YRW) & Healing Through Arts and Nature (HAN) Coordinator
Organization: Rocky Mountain Welcome Center (RMWC)
Position Type Part-time, hourly, non-exempt. 20 hours per week
Compensation: \$25 to \$30 per hour

Position Summary

The Youth Rule the World (YRW) & Healing Through Arts and Nature (HAN) Coordinator supports the outreach, coordination, and implementation of youth-centered programs serving immigrant, refugee, and first-generation youth. This role is highly hands-on and includes recruiting participants, engaging families, coordinating transportation, supporting instruction, and planning and facilitating outdoor and nature-based activities. Because YRW and HAN are program-based, hours may fluctuate throughout the year depending on whether classes are in session, outdoor programming schedules, seasonal activities, and grant timelines.

Key Responsibilities

Outreach, Recruitment & Enrollment

- Conduct outreach to recruit youth participants for YRW and HAN programs through schools, families, and community partners
- Support enrollment processes, including applications, consent forms, and communication with caregivers
- Build trust with families to encourage consistent participation and attendance

Program Coordination, Instruction & Facilitation

- Coordinate logistics for YRW and HAN classes, workshops, and activities
- Support or co-facilitate classes and group activities, **including teaching or leading sessions in Spanish when appropriate**
- Assist with curriculum preparation and adaptation to meet the needs of participants
- Ensure programming is culturally responsive, youth-centered, trauma-informed, and developmentally appropriate

Outdoor & Nature-Based Programming

- **Coordinate, plan, and participate in outdoor and nature-based activities** as part of the HAN program
- Support logistics for outdoor programming, including site coordination, materials, supplies, and safety considerations
- Assist with supervision of youth during outdoor activities such as nature walks, art in nature, mindfulness activities, or other experiential learning
- Work collaboratively with partners, facilitators, or guides supporting outdoor programming

Transportation & Participant Support

- Support transportation logistics to ensure youth can safely attend programming
- **May transport youth participants from their homes or schools to program locations and back**, in accordance with organizational policies and safety guidelines
- Provide on-site support to youth before, during, and after program sessions

Youth & Family Engagement

- Serve as a primary point of contact for youth participants and their families
- Communicate regularly with families regarding schedules, attendance, and program updates
- Support youth engagement, retention, and positive group dynamics

Evaluation, Data & Reporting

- Track attendance, participation, and program activities
- Collect participant feedback and support program evaluation efforts
- Assist with analyzing outcomes, lessons learned, and program impact
- Support preparation of reports, data summaries, and narratives for funders and internal reporting

Community Partnerships

- Coordinate with schools, community organizations, and program partners
- Represent YRW and HAN programs at meetings, events, or outreach activities as needed

General Program & Organizational Support

- Participate in program planning meetings and staff check-ins
- Support special events, showcases, field trips, or culminating activities
- **Perform other duties as assigned in support of youth programming, outreach, and organizational needs**

Required Qualifications

- Bachelor's degree in Social Work, Psychology, Sociology, Intercultural Communication, Education, Human Services, or a related field required, or currently pursuing a bachelor's degree with expected completion within 12 months, with 1+ years of experience working with youth or young adults. Highschool teachers are encouraged to apply.
- Excellent computer skills--Microsoft Office Suite (Word/Excel), Google Drive.
- Experience working with youth in community-based, nonprofit, or educational settings
- Strong organizational, communication, and follow-through skills
- Ability to work independently and adapt to changing program needs
- Cultural humility and experience working with immigrant, refugee, or diverse communities
- Valid driver's license and ability to transport youth when required (with appropriate insurance coverage)
- Comfort participating in outdoor activities and working in variable weather conditions

Preferred Qualifications

- **Bilingual (Spanish/English) strongly preferred**

- Experience facilitating or teaching youth programming
- Experience with trauma-informed, healing-centered, arts-based, or nature-based practices
- Familiarity with program evaluation, data collection, or grant reporting

Schedule & Work Environment

- Part-time, variable hours depending on program cycles
 - Some evening and occasional weekend hours required
 - Work may take place at schools, community sites, outdoor/nature spaces, and RMWC offices
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Benefits

This is a part-time position and is not eligible for employer-provided benefits such as health insurance or retirement plans. The position is eligible for paid sick leave in accordance with Colorado law and is covered by Colorado FAMLI and workers' compensation.

Equal Opportunity Statement

Rocky Mountain Welcome Center is an equal opportunity employer. We value diversity and strongly encourage individuals from immigrant, refugee, and historically underrepresented communities to apply.

No Phone Calls please. If interested, please submit a resume/C.V and letter of interest to dhiguera@rockymountainwelcome.org