



HVCC offers a safe environment where our youth develop and strengthen positive values and behaviors through responsive programming, community service learning, and meaningful opportunities that inspire them to reach their full potential.

OST Specialist

POSITION TYPE

Full Time

REPORTS TO:

Programs Manager

PAY RATE

\$18.62 - \$22.34/hr

BENEFITS

Available health, dental, vision, and life insurance, short-term disability

401K retirement

Ample PTO (all school holidays off!)

Fair and equitable hiring practices

Opportunities for advancement

Annual salary-based bonus

REQUIREMENTS

Must be at least 21 years of age

Must be able to pass a background check and drug screening

Must be able to obtain and hold CPR/First Aid certification

Must have a valid Colorado driver's license and a clean driving record (CDL not required)

WORKING CONDITIONS

In-person position at HVCC facilities and where activities are held

Occasional travel within the Valley as well as within the state will be required

Typical work week is 36 hours

Tuesday - Thursday 10am to 7pm and Fridays 8am to 5pm. Occasional nights or weekends for event or program trips

Requires standing, sitting, walking, lifting, typing, and the physical ability to keep up with youth during activities, including physical activities

Overview

The Out-of-School Time (OST) Specialist will support the development and implementation of enriching educational activities focused on Literacy, Science, Technology, Arts, and Mathematics for students attending the 21st Century Community Learning Center and tutoring, after-school, Friday, and summer programs. Programs will support the organization's mission, goals, and values in alignment with funding goals and objectives. This position requires a passion for education, creativity, strong organizational skills, and the ability to effectively collaborate with staff, students, Del Norte Schools, and other community partners.

Ideal Candidate

- High School Graduate (college degree preferred)
- Experience in youth development, advocacy, or community organizing in a programmatic setting
- Excellent communication skills both written and verbal
- Strong organization and time management skills, with ability to prioritize tasks and meet deadlines
- Ability to work effectively both independently and as part of a team
- Ability to implement culturally responsive curriculum and programs for diverse populations
- Strong interpersonal skills with the ability to engage and build relationships with youth, families, staff, and community partners
- Ability to provide empathetic and supportive guidance to participants, and address sensitive issues and challenges in a respectful and confidential manner
- Ability to motivate and provide guidance to youth through positive relationships
- Ability to organize and supervise participants to maintain a safe and welcoming environment
- Flexible and adaptable in ever-changing environment
- Ability to respond to feedback and incorporate it into practice
- Knowledge of out-of-school time programming, youth development principles, and best practices in program design and evaluation
- Strong computer skills including: Office 365, Microsoft Suite, Canva, Productivity Management, Data and Attendance Management
- Ability to work independently and as part of a team with a collaborative and proactive approach to problem-solving
- Commitment to the organization's mission and values with a passion for making a positive impact in the community



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OST Specialist

Job Duties and Responsibilities

Programs

- Assist in planning and coordinating program activities, events, and field trips.
- Support development and implementation of monthly plans, activity kits, fitness, braintime, clubs, Fridays, community events, summers, sports, etc
- Lead, participate in, and take responsibility for activities in assigned program
- Demonstrate flexibility and ability to manage challenging situations, including helping to monitor and students or participants during programs
- Convey a sense of integrity and warmth and a genuine care for the development of each participant
- Help prepare and arrange atmospheres and spaces that reflect HVCC mission and vision
- Follow policies, procedures, regulations etc in all planning and implementation of activities, programs, and events
- Maintain effective communication with HVCC team using Basecamp, activity kits, calendars, newsletters, and other utilized sources
- Support completion of all paperwork such as daily notes, incident reports, and attendance records
- Help maintain inventory and supplies needed for program activities and events
- Assist in researching and identifying resources, materials, and opportunities to enhance program offerings

Community and Marketing

- Support outreach via messages, print, social media, website, and other materials for successful implementation of programs in collaboration with Communications Coordinator
- Ensure families, participants, and guests feel welcome, informed
- Ensure internal and external communication adhere to the HVCC standard and style

Data and Evaluation

- Support registration and attendance collection
- Program planning that complies with grant goals, objectives, and budgets

HVCC

- Counsel participants when social, academic, or other problems arise
- Uphold and support rules and policies that will lead to more positive student behavior
- Maintain professional and positive relationships with staff, youth, families and the community
- Maintain confidentiality for parents, participants, staff and organization
- Contribute to events and activities that better HVCC
- Ensure the HVCC building and facilities are clean and safe for all of our participants and guests
- Complete HVCC training materials, and integrate HVCC standards in all OST activities, materials, and communications
- Utilize Restorative Justice and Positive Youth Development strategies with program participants
- Participate in activities and trainings to better the programs
- Accept temporary work assignments