



ROCKY MOUNTAIN YOUTH CORPS

EDUCATION and EVALUATION MANAGER

<u>POSITION TYPE:</u>	3/4 Time, Hourly Employee
<u>DATES:</u>	Year-Round
<u>BENEFITS:</u>	All benefits per RMYC personnel policies
<u>WAGE RANGE:</u>	\$19.00 - \$21.00 DOE

ESSENTIAL JOB FOCUS AREAS

The Education and Evaluation Manager (EEM) will be primarily responsible for the education and evaluation components of all RMYC programs:

1. Youth Corps: Service Learning Crew, Community Youth Crew, Regional Youth Crew
2. Conservation Corps
3. Yampa Valley Science School
4. Natural Resource Internship Program

Job Expectations

This position is new to RMYC, and is expected to average about 30-32 hours per week annually. During the program season (May-September) the work hours are expected to be longer, and will be a balance between office and field-based. During the planning season (October-April) the work hours are expected to be shorter, and will be primarily office based.

During the program season, the EEM will be required to work some hours outside of the normal workday (8-5) while training staff and leaders, monitoring field implementation, and providing guidance to all relevant staff.

Duties and Responsibilities

Education

RMYC's education program varies depending on the program. The Youth Corps and Conservation Corps programs utilize an education curriculum that provides standardized experiential lesson activities for leaders to use when facilitating the internalization of the corps experience with youth and young adult members. The Natural Resource Internship Program education consists of content around conservation career opportunities and access thereof, and relevant natural resource employment information. The Yampa valley Science School utilizes an experiential curriculum including hands-on interactive lessons geared for sixth grade students that align with the Colorado Department of Education's sixth grade science content standards, and is designed in cooperation with Routt County middle school teachers and personnel. Education includes technical skills workshops, discussions, presentations, and activities on a variety of related topics and is designed to foster personal growth, increase understanding of relevant issues, and provide resources for environmental, social, and personal development topics. RMYC values this formal education as an integral part of its programs.

The EEM will be responsible for the following duties:

- Updating and maintaining the various program curriculums;
 - Researching updated relevant information;
 - Research Evidence Based Programs to implement with fidelity, or to incorporate various lessons from;
 - Updating all curriculums annually with input from program staff, school personnel, partnering agencies, and granting requirements.
- Designing and implementing training protocol and procedures for all education programs;
- Oversee training of all staff as relevant and appropriate;
- Monitor field implementation of all education for fidelity;
- Assess the competency of implementation;
- Design and analyze relevant reporting forms for each program related to education implementation, content, and success.

Evaluation

RMYC has over 15 years of successful evaluation experience. Pre- and post-program self-report surveys are utilized by Youth and Conservation Corps members to determine positive impacts on personal and professional growth of individuals. Longitudinal surveys are administered to members approximately one year from program completion to determine long term impacts of the corps experience. Crew leaders and other direct service staff are also surveyed to gather valuable information about the content and implementation of the Corps education program. Additionally, parent surveys provide valuable feedback. Yampa Valley Science School evaluations include Pre- and Post-Education surveys, as well as post-program personal development and program satisfaction surveys. The Natural Resource Internship Program does not currently have a formal evaluation process, so the EEM will work with the Intern Program staff to design a process. RMYC works with two contractors in designing and analyzing evaluations. OMNI Institute assists with Corps Pre- and Post-Program self-report surveys and analyses.

Specific duties related to evaluation include:

- Working with contractors to design, train, administer, and analyze all program surveys;
- Manage all feedback mechanisms for program satisfaction and competency;
- Design and administer evaluation tools for obtaining anecdotal feedback from corps members, interns, and science school students;
- Work with contractors and staff to decipher lessons learned from all evaluation feedback;
- Incorporate recommended improvements to all facets of the evaluation process annually.

Grants

The EEM will also be responsible for working closely with the Grants Manager on managing education and evaluation components of grants and contracts. This may include data management, reporting, quality control, and other aspects of grant requirements.

Other:

- Participate fully in RMYC staff activities including but not limited to annual retreats, meetings, staff outings, and other efforts;
- Meet all required human resource needs;
- Participate in meetings and conferences for professional development as necessary or requested;
- Manage all administrative duties required including but not limited to time keeping for payroll purposes, benefit requirements, and other related duties.

Required Knowledge, Skills, and Abilities:

- Minimum Bachelor's Degree required
- Previous Conservation/Youth Corps experience required (minimum of one full year)
- Previous science school experience a plus
- Exceptional organizational skills, ability to exercise independent judgment and discretion on matters of significance, self-motivated and confident
- Extremely proficient with WORD, Excel, Publisher, Databases, Social Media platforms, and other computer skills
- Ability to clearly and effectively communicate written and orally
- Ability to work and think autonomously including exceptional decision-making skills
- Experience in graphic design/videography/photography a plus
- Flexibility in work hours required.
- Sound judgment and ability to implement RMYC policies and procedures
- Clean driving record (Driver's License background check required)
- Clean criminal background check (Federal and State background check required)
- Ability to meet physical and work environment demands of the position
- Must be at least 21 years old (RMYC driving insurance policy)

Any questions related to this position should be sent via email to info@rockymountainyouthcorps.com. Interested applicants should send:

- *Cover letter;*
- *Resume;*
- *Three professional references*

to: info@rockymountainyouthcorps.com with "Education and Evaluation Manager Application" in the subject line no later than 5:00 pm MST, Wednesday, February 19, 2020. Anticipated start date is Monday, March 16, 2020.

Rocky Mountain Youth Corps is an Equal Opportunity Employer.

For more information on Rocky Mountain Youth Corps, please visit www.RockyMountainYouthCorps.org