

## Assistant Youth Program Manager

### Job Description

#### Position Summary

Lifespan Local is a fast moving, innovative, and community-driven organization. The Assistant Youth Mental Health Program Manager will support the development and management of programs and services aimed at promoting youth mental health, leadership, and safety. This position is seeking a driven, service-based individual who can support enrichment programs for SW Denver youth at Lifespan Local's community center located in Westwood. The right candidate for this position will cultivate a positive, nurturing environment that is conducive to optimal youth well-being and development.


#### Essential Functions

- Support the planning and implementation of youth requested programs with a strengths-based, person-centered approach.
- Recruit youth to participate in programs that foster growth, learning and discovery.
- Provide program support by promoting positive relationships with schools, residents, parents, and youth serving partners.
- Help coordinate activities and event planning in partnership with the Denver Public Library site branch.
- Track program data and assist in creating reports.
- Support outreach and communication initiatives with local partners and youth serving organizations.
- Help maintain a robust, up to date list of youth resources offered in SW Denver.
- Maintain an accurate record of supply inventory and assist in keeping Lifespan Local's youth space organized and stocked.
- Support the work of DPS Teen Tech Interns for fall, spring, and summer semesters.
- Ability to facilitate various programs/curriculums that enhance youth leadership and socioemotional learning.
- Support business operations of the team.
- Other duties as assigned.

#### Education and Skill Requirements

- Strengths based approach to working with diverse youth.
- Ability to communicate, collaborate and work easily with a wide variety of people.
- Capacity to work independently and ability to manage multiple projects.



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- Experience in youth program design and implementation.
  - Experience in working with youth of all ages – in both formal and informal settings, with an awareness of youth development and youth developmental needs.
  - Bachelor’s degree in related field or 4-5 years of experience working with community centered programs and services at a program manager or supervisory level.
  - 2-3 years of experience working with youth from low-income and/or racially or ethnically diverse communities.
  - Knowledge of trauma informed services and environments.
  - Bilingual preferred, Spanish-English.
  - Experience working deeply with multicultural and immigrant communities.

#### Expected work hours:

- Schedule is Monday through Friday with occasional Saturdays. Two days a week will have a schedule shifted later to accommodate programming: Monday AND Tuesday/Wednesday from 11 am – 8 pm.

#### Typical Physical Demands:

Required sitting, standing, bending, and reaching. May require lifting up to 25 pounds. Requires manual dexterity sufficient to operate standard office machines such as computers, fax machines, the telephone and other office and/or clinical equipment.

#### Compensation/Benefits:

Salary range is \$52,000-60,770 for this full-time exempt position (40 hours/week), depending on experience.

Generous benefits package includes:

- 3 weeks vacation time and 1 week sick time annually
- Portion of medical and dental care premiums covered by Lifespan Local
- Short- and long-term disability insurance (Fully covered by Lifespan Local)
- Life insurance (Fully covered by Lifespan Local)
- 401K plan
- Vision insurance is available to purchase through benefits provider.

#### To Apply:

Please forward cover letter and resume to:

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