



**ROCKY MOUNTAIN YOUTH CORPS**  
**Education Specialist Position Description**

Rocky Mountain Youth Corps (RMYC), with offices in Albuquerque and Taos, NM, is a nonprofit youth-development organization serving New Mexico. RMYC is a stepping stone to new opportunities. We inspire young adults to make a positive difference in themselves and their communities. Through training and service, corpsmembers discover their potential for healthy, productive lives. Corpsmembers are 16 to 25 years old and represent a variety of racial, economic, and ethnic groups.

**Position Type:** Year-round, full-time exempt, M-F, with additional time as required by program schedule, including occasional weekends, overnights, and field work.

**Location:** Albuquerque, NM

**Pay:** \$28,000-36,000 annual salary, depending on experience

**Benefits:** All benefits as described in RMYC Staff Manual

**Reports to:** Middle Rio Grande Program Manager

**Position overview:** The Education Specialist plans and delivers RMYC corpsmember development curriculum for all programs in accordance with RMYC's guidelines and the philosophy of Positive Youth Development (PYD). The Education Specialist will facilitate corpsmember orientations, lead corpsmember recruiting, and deliver weekly education sessions and in-field trainings, among other tasks. Strong candidates will be experienced educators and youth mentors.

**MAJOR RESPONSIBILITIES**

**Plan and lead year-round Corpsmember Development Program (~60%):**

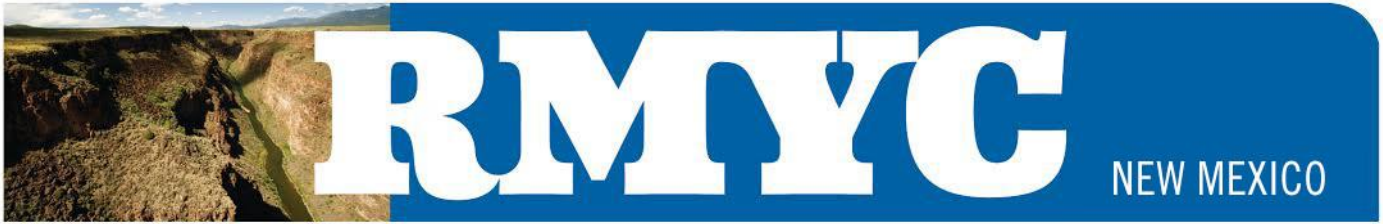
- Plan and lead weekly or biweekly education sessions for RMYC corpsmembers, including curriculum development.
- Organize, and solicit community organizations, guest speakers, and college tours.
- Act as point of contact for corpsmember wellness and mental health, linking corpsmembers to community resources.
- Deliver in-field "spike" trainings; support Crew Supervisors with regular spike trainings.
- Deliver Individual Development Plan (IDP) Training, including IDP check-in every 2 months.
- Track corpsmember self-evaluations and manage crew training calendar.
- Guide and coach Crew Supervisors and other RMYC staff in their professional development.

**Lead Corpsmember Recruiting and Orientation (~20%)**

- Plan and lead member orientations; assist with staff and supervisor orientations as needed.
- Lead corpsmember recruiting and on-boarding for Middle Rio Grande region, including building and maintaining relationships with community members and organizations.

**Department and Organizational Support (~20%):**

- Advocate for corpsmember development and staff participation in member experience.
- Attend conferences and trainings to maximize professional development.
- Plan and implement quarterly AmeriCorps Service Days.
- Champion corpsmembers in job transitions, post-secondary opportunities, and earning college credit.
- Spearhead trainings for non-RMYC individuals, e.g. CPR/First Aid, Mental Health First Aid, other Life Skills courses.
- Attend all staff meetings, annual retreats, and organizational service days.
- Identify and track extra-hours activities for corpsmember academic and personal growth.
- Manage data and write reports on trainings delivered and corpsmember demographics.
- When needed, lead Disaster Response Team trainings and deployments, including field support.
- Additional tasks as needed; responsibilities may change as program develops.



## **MINIMUM QUALIFICATIONS**

### **Knowledge & Skills**

- Familiarity with traditional and experiential education.
- Understanding of Positive Youth Development, project-based approaches, and post-secondary options.
- Strong interpersonal communication skills and ability to build relationships with diverse groups of youth.
- Strong verbal and written communication skills, including public speaking and group facilitation.
- Exceptional organizational skills, including paper and digital filing systems, event calendars, emails.
- Proficient in all Microsoft Office Suite applications and Google applications.

### **Experience**

- Experience with community service programming.
- Proven ability to work with diverse groups of youth.
- At least 2 years experience in a teaching/mentoring position, including curriculum development.
- Knowledge of Albuquerque area and surrounding communities, local community organizations, educational and training systems, and other community resources.

### **Behavioral Competencies**

- Ability to adapt communication styles to meet the needs of the corpsmembers, staff, community members, and stakeholders.
- Ability to work in a team environment.
- Ability to work well with people from diverse backgrounds and educational levels.
- Commitment to civic engagement, community service, environmental stewardship, & modeling a healthy lifestyle.

### **Education**

- Bachelor's Degree required, advanced degree preferred. College, vocational, or technical training in education. In exceptional cases, relevant work experience may be substituted for all or part of the education requirement.
- Teaching License or Certification (preferred).
- Bilingual: Spanish/English speaking (preferred).
- CPR/First Aid, Wilderness First Aid, or Wilderness First Responder certifications (preferred).
- Mental Health First Aid instructor certification (preferred).

### **Travel Requirements**

- Periodic overnight travel and non-traditional work hours, including weekend and evenings.
- Must have an insurable driving record and the ability to drive organizational vehicles.

### **Physical Activities and Requirements**

- Essential physical functions include the ability to sit, stand, walk, speak, hear, climb, balance, stoop, kneel, crouch, or crawl on a frequent basis. The Education Specialist must be able to operate office equipment, telephone, computer, and reach with hands and arms. This position also requires the ability to lift up to 50 pounds unassisted. Reasonable accommodations may be made for qualified individuals with disabilities to perform these essential functions.

**Rocky Mountain Youth Corps is an equal opportunity employer and does not discriminate against any individuals on the basis of race, color, gender, age, national origin, marital status, sexual orientation or disability. RMYC is a drug free workplace. All RMYC positions dependent on funding availability.**