



**JOB TITLE:** GRASP Enterprises / My Outdoor Colorado (MOC) Job Specialist

**LOCATION:** GRASP Enterprises, 1625 East 35th Avenue, Denver, CO

**JOB ASSIGNMENT:** GRASP / MOC Job Specialist position is responsible for supporting the GRASP MOC Community Programs Manager in planning and facilitating the GRASP Youth Park Guides Program and the MOC Youth Advisory and Action Council. In addition to supporting youth programs, this position is responsible for overall assistance and coordination of job readiness and career and/or education-oriented resources for youth.

**WORK RELATIONSHIPS:** Supervised by the DYP Executive Director, Works closely with the GRASP MOC Community Programs Manager

**Specific Duties Include:**

- Support the GRASP MOC Community Programs Manager in planning and facilitating the Youth Park Guides Program for teens and young adults
- Support the GRASP MOC Community Programs manager in planning and facilitating the MOC Youth Advisory and Action Council for teens and young adults
- In conjunction with GRASP Enterprises Academy:
  - Provide case management for youth participants
  - Assist in content delivery and production for GRASP Enterprises
- Provide / Coordinate youth training opportunities, youth employment opportunities, youth job readiness enhancement, and education continuation and/or engagement opportunities
- Supports with grant reporting and tracking as needed

**Our ideal candidate will possess the following qualifications, skills, and experience:**

- High School degree / GED preferred, or equivalent combination of education and experience.
- Knowledge of, or willingness to learn about, high-risk youth activities, including gang structures and dynamics



- Knowledge of community partners and resources
- Interest in and/or experience in nature and outdoors-based programming with teens and young adults
- Experience, comfort and passion for working with culturally and socioeconomically diverse youth
- Experience, comfort and passion for creating and implementing youth programming
- Familiarity with the Cole and Westwood neighborhoods and communities of Denver
- Understanding of inclusiveness and social justice, especially in the outdoors industry
- Proficient at Microsoft Office; Excel, Outlook, and Publisher, Google Drive applications, as well as social media spaces, graphic design tools, and mass communication services.
- Must be able to lift 30 lbs.
- Able to work evenings and occasionally on weekends
- A valid driver's license, insurance, reliable transportation, and a safe driving record
- Will be subject to full background check before employment

**Bilingual (English/Spanish) a plus**

**Compensation:** Full time, salaried position. \$42,000-45,000 depending on experience, comprehensive benefits package included.

**To Apply:** Send a cover letter and resume to [jobs@graspyouth.org](mailto:jobs@graspyouth.org)

**Application Deadline:** Resumes will be accepted until position is filled