



Title: Mental Health and Wellness Manager

Directly Reports to: Director of Programs

Position Type: Full-Time Exempt

Supervisor Role?: Yes

Department: Young Creative Ecosystem (YCE)

Target Start Date: March 15, 2024

Location: 1301 W. 10th Ave. Denver, CO 80204 | 1292 W. 10th Ave. Denver

This position will be working onsite at both YOR locations and will require some travel to school partners. There is flexibility to work remotely.

Salary: \$60,000

THE OPPORTUNITY

Youth on Record is seeking a passionate and experienced Mental Health and Wellness Manager to lead the design, implementation, and expansion of Youth on Record's mental health and wellness portfolio. This individual will play a crucial role in enhancing our programs to better support the holistic well-being of the youth we serve. The Mental Health and Wellness Manager is also responsible for cultivating strong community partnerships that enhance the programming YOR offers and provide additional resources to the youth we serve. This position supports Youth on Record's mission and vision by upholding its values, policies, practices and procedures.

This is a grant funded, 3-year position supported in whole or part with federal funding (ARPA) that has the potential to be renewed if external funds are secured.

Primary Responsibilities

Focus Areas: *Mental Health and Wellness Portfolio, Community Outreach, Youth Media Studio, Block Party, UMS, & Special Projects*

This full time position is designed to support the following (weekly estimates):

Program Management (Program Management/Block Party/Special Projects (40%) 16 hours/week

Community Outreach/Marketing (20%) 8 hours/week

Administrative Duties (30%) 12 hours/week

Youth Media Studio Management (10%) 4 hours/week

Program Management

Design and Manage Mental Health and Wellness Portfolio and Expansion:

- Build upon YOR's existing Mental Health and Wellness strategy including integration into our annual Block Party and the Underground Music Showcase.
- Design and develop sessions, workshops, and programs focused on mental wellness and artistic expression, open to both youth participants and the broader community.
- Collaborate with internal teams to integrate social-emotional learning and wellness principles into existing curriculum and program offerings.
- Conduct assessments and evaluations to measure the impact and effectiveness of mental health and wellness initiatives.
- Coordinate the evaluation of each project's success and identify areas for improvement.
- Provide direct support and guidance to youth participants, facilitating discussions and activities related to mental health, self-care, and coping strategies.
- Stay informed about current trends, research, and best practices in mental health, wellness, and creative youth development.
- Cultivate partnerships with mental health professionals, organizations, and community resources to enhance the support network available to program participants.
- Serve as a resource and advocate for mental health awareness and de-stigmatization within the organization and the broader community.
- Supervise assigned program staff, and interns, and support professional growth opportunities.

Youth Media Studio Coordination

- Work in collaboration with Youth Success Managers (YSM) to maintain a highly organized and clean environment for all programming.
- Support in creating, refining, and upholding YMS space procedures and policies.
- Support field trips (as requested) to the Youth Media Studios including hiring staff/contractors to support activations.
- Support with assisting with procurement of in-kind donations for all YCE programming.
- Work with the Leadership team to provide tours of YMS to prospective organizations, community partners, residents, youth and donors.

Community Outreach

- In collaboration with the programs team, build and maintain a database of community partners, and support the development of a plan that includes cultivation, outreach and engagement into YOR's services.
- Promote YOR programs within the community at events and strategic gatherings.
- Nurture ongoing relationships with community partners through communications and site visits.
- Work in collaboration with the Director of Programs to secure additional contracts through community outreach efforts.
- Coordinate with the Visibility Manager for internal and external communication, marketing, and campaigns.

Program Evaluation and Assessments

- Lead evaluation of the Fellowship and Special programs through attendance tracking and administering surveys.
- Work with the Director of Programs and YSM's to support program performance audits, and make recommendations about program effectiveness and best practices.
- Ensure that all data is being submitted for program evaluation by agreed-upon deadlines.
- Participate in the monthly grants meeting and ensure that all grant deliverables for Fellowship, Special Projects, and Block Party requirements are met in partnership with the YCE team.
- Participate in mandatory foundation and government training when appropriate.
- Work alongside the Director of Programs to ensure that programs meet the expectation of the grant requirements, and submit program information and data needed for applications and reports.

Administration and Operations Responsibilities

- Attend all mandatory meetings
- Attend and actively participate in Professional Development
- Attend and actively participate in Care and Development
- Support the development of relevant teaching and training materials including the development of curriculum when/where applicable
- Participate in mandatory foundation and government training when appropriate.

Preferred Qualifications:

- Master's degree in Counseling, Social Work, Psychology, or a related field (or equivalent experience).
- Licensed or certified in a relevant mental health discipline (e.g., LPC, LCSW, LMFT).
- Experience designing and facilitating mental health and wellness programs, preferably in a youth-focused or community-based setting.
- Knowledge of trauma-informed care principles and experience working with diverse populations, including youth from marginalized communities.
- Strong interpersonal skills and the ability to build rapport and trust with youth participants, staff, and community partners.
- Excellent organizational and project management skills, with the ability to prioritize tasks and manage multiple projects simultaneously.
- Commitment to social justice, equity, and inclusivity, with a passion for empowering youth through creative expression and development.
- Flexibility and adaptability to respond to the evolving needs and challenges of the organization and the communities we serve.
- Bilingual a plus.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every qualification. At YOR we are dedicated to building a diverse and inclusive workplace, so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyways. You may be just the right candidate for this or other roles. We embrace employees and candidates from these underrepresented groups and encourage them to apply. We know through experience that different ideas, perspectives and backgrounds create a stronger and more creative work environment that delivers better results in serving our community.

To Apply:

Please send your resume and a cover letter as a single PDF document to careers@youthonrecord.org referencing "Mental Health and Wellness Manager" in the subject line.

Equitable Hiring Practices: YOR takes all measures to ensure that community members from a variety of backgrounds and lived experiences have the opportunity to work for us. As such, we consider but do not base employment off the following: **Education:** Youth on Record is an education organization, so we clearly value education. We also know that access to higher education isn't available to all people. While we do consider the advanced education backgrounds of our applicants, we do not require high school diplomas or university degrees for any of our positions: **Traditional Work Experience:** The creative sector and making music profession offer many opportunities to gain skills that are applicable to our work; as does lived experience. So, while we do consider employment history, length of steady employment, and references when hiring new employees, we also consider the whole identity, life-experience, self-study,

community involvement, quality and impact of artmaking, and a willingness to grow and develop in our applicants; **Criminal Records:** We background check all employees at Youth on Record in an effort to ensure the safety of our students. That said, inequities in our criminal justice systems are considered when hiring employees with criminal backgrounds. Additionally, there are some past criminal offenses that do not impact the ability of our employees to perform their job duties. We speak openly and honestly with prospective and current employees about past criminal offenses and make case-by-case decisions about new and continued employment based on circumstances surrounding the offense. There are some offenses which do automatically disqualify you for working at Youth on Record, which include crimes against children.

Work Environment:

YOR's work is faced-paced, and detail and deadline oriented. We are highly communicative, with a commitment to nonviolent communication practices and a trauma-informed approach to management. For the foreseeable future and due to COVID-19 restrictions, YOR is operating in a hybrid virtual and in-person schedule. In-person meeting and tasks will be completed based on the current needs of the organizations.

YOR's Company Culture:

INNER-LIFE WORK: YOR is committed to the whole employee. Our commitment to "Inner-Life Work" provides our team with personal and professional workshops, activities, and opportunities for reflection that aim to support their growth, their goals, and their vision for their lives.

SUPPORT: YOR offers direct support to employees through management check-ins, mentorship and coaching, robust professional development training, professional goal setting, generous fringe benefits and competitive salaries, and opportunities to provide direct, transparent, and upward feedback about our work and work culture.

ACCOUNTABILITY: YOR is committed to ensuring that our work is excellent. To achieve this, teams are held accountable to program outcomes, project deadlines, program outputs, and financial oversight by way of peer-to-peer coaching & critical feedback, supervision, mid-year planning sessions, weekly all staff meetings, and annual 360 reviews.