



of Metro Denver

**Position Title:** Site Manager – Clayton

**Reports to:** VP of Programs

**Location:** Girls Inc. of Metro Denver Clayton Campus

**Status:** Full-Time, Exempt

**Salary Range:** \$60,000 – 70,000 annually, depending on experience and qualifications

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## Position Summary

Girls Inc. of Metro Denver (GIMD) seeks a dynamic and visionary Site Manager to lead all programming at our new Clayton Campus satellite location. This is a comprehensive site manager role that it spans our full continuum of girl-centered programming, from after-school and summer enrichment for 1st–8th grade girls to teen-focused clubs, internships, and workforce-readiness programming for high schoolers in grades 9–12.

The Site Manager serves as the on-the-ground leader for GIMD’s Clayton Campus, responsible for the day-to-day operations, culture, staff, and programming quality of the site. This role requires someone who is as comfortable building relationships with elementary-age girls as they are mentoring teen interns — and who can bridge programming, operations, and community partnership with equal skill. The ideal candidate is a strategic thinker, a compassionate mentor, and a mission-driven leader committed to advancing equity and opportunity for girls in the Denver metro area.

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## Primary Responsibilities

### Site Leadership & Operations (40%)

- Serve as the primary leader and culture-keeper of Clayton Campus, ensuring a safe, welcoming, pro-girl environment for all participants ages 6–18.
- Oversee daily site operations including scheduling, coverage, facilities coordination, and emergency protocols.
- Develop and manage the site budget, ensuring fiscal responsibility and alignment with organizational goals.
- Maintain accurate enrollment records, attendance data, and program documentation across all programming tiers.
- Coordinate logistics and planning with the VP of Programs and cross-functional teams including development, evaluation, and volunteer programs.



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- Represent Clayton Campus at organizational, community, and stakeholder meetings.
- Ensure compliance with all Girls Inc. policies, grant requirements, and safety standards.
- Drive enrollment growth and participant retention through intentional outreach to priority schools, community partners, and families — ensuring Clayton Campus is a known and trusted resource for girls and teens across the neighborhood.

### **Elementary & Middle School Programming (30%)**

- Oversee after-school and summer programming for 1st–8th grade girls, including Strong, Smart, and Bold programming pillars.
- Ensure high-quality delivery of weekly programming structure (Monday Meet Ups, Strong Tuesdays, Smart Wednesdays, Bold Thursdays, etc.).
- Partner with the data and evaluation team to track attendance, youth outcomes, and program impact.
- Lead curriculum implementation and ongoing improvement in STEM, health and wellness, leadership, and enrichment.
- Support family engagement and school partnerships to drive enrollment and retention.

### **Teen Programming (20%)**

- Lead and grow a comprehensive teen program portfolio including clubs (Art, Culinary, Book & Movie, Robotics, and Mental Health Support), Monday Meet Ups, and the Internship Program.
- Oversee the Teen Internship Program, including recruitment, training, professional development, and mentorship of high school participants.
- Design and implement programming that centers girl choice and voice, supporting teens as emerging leaders and decision-makers.
- Build connections to college and career pathways, community partners, and workforce development opportunities for teen participants.
- Foster a space where teens feel seen, supported, and challenged to be Strong, Smart, and Bold.

### **Community & Partnership Engagement (10%)**



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- Cultivate relationships with priority schools, community organizations, and families to build a strong pipeline to Clayton Campus programming.
  - Identify and steward local partnerships that expand opportunities for girls across all age groups.
  - Participate in community outreach, site visits, and events that raise the visibility of Girls Inc. in the Clayton neighborhood and surrounding communities.
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## **Qualifications**

### **Education**

- Bachelor's degree in education, youth development, or a related field (advanced degree preferred), or equivalent professional experience.

### **Experience**

- 5+ years in youth program development and implementation, with experience across multiple age groups strongly preferred.
  - 3+ years of supervisory or site management experience.
  - Demonstrated experience with teen programming, internship coordination, or workforce readiness initiatives.
  - Experience managing program budgets and driving measurable outcomes.
  - Familiarity with urban communities and experience serving diverse cultural populations.
  - Valid Colorado driver's license (or ability to obtain within 30 days).
  - Access to a personal vehicle for travel between sites; mileage reimbursement provided
  - Must be able to pass a background check in accordance with Girls Inc. policy.
  - Bilingual, English-Spanish, strongly preferred
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### **Benefits**

- 403(b) retirement plan with employer match



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- 100% employer-paid health insurance with optional dental plans and medical savings account options
- Generous paid vacation, sick leave, and holiday program
- National Girls Inc. network access and peer learning
- Eligible for additional perks (e.g., wellness programs, staff appreciation activities)

Please submit application [here](#).