



of Metro Denver

Position Title: Manager of Youth Programs

FLSA Status: Full-time, salaried, exempt

Reports to: VP of Programs

Compensation: \$60,000 to 70,000

Location: 1499 Julian Street, Denver, CO 80204

Application Deadline: Applications will be reviewed on a rolling basis until the position is filled.

Position Summary

Girls Inc. of Metro Denver seeks a visionary **Manager of Youth Programs** with a proven record of creating and leading high-quality, impactful youth programs. This leadership role is integral to achieving strategic organizational goals and advancing programming for 1st–7th grade girls year-round in the Denver metro area.

The Manager will oversee the design, implementation, and evaluation of on-site and partner-based programming, drive staff development, and foster community partnerships. 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.

Supervisory Responsibilities

- Directly supervises center program coordinator and facilitators.
- Provides guidance and leadership to volunteers other program support staff and interns.
- Serves as a key resource for coaching, developing, and leading the Youth Programs team.

Primary Responsibilities

Leadership & Strategic Oversight (50%)

- Serve as the primary leader and culture-keeper of Colfax Campus, ensuring a safe, welcoming, pro-girl environment for all participants.
- Oversee daily staffing structure; including scheduling, coverage, route coordination, and emergency protocols.
- Develop and manage the program 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, operations, and volunteer programs.



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- Represent Colfax 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 Colfax 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.
- 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.

Community & Partnership Engagement (10%)

- Cultivate relationships with priority schools, community organizations, and families to build a strong pipeline to Colfax 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 Colfax neighborhood and surrounding communities.

Qualifications

- **Education:** Bachelor's degree in education, youth development, or a related field (advanced degree preferred), or equivalent professional experience.
- **Bilingual,** English-Spanish language fluency required
- Valid Colorado driver's license with at least 2 years of safe driving record.

Experience:

- 5+ years in youth program development and implementation, with experience across multiple age groups strongly preferred.



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- 3+ years of supervisory or successful staff management experience.
- Experience managing program budgets and driving measurable outcomes.
- Familiarity with urban communities and experience serving diverse cultural populations.
- Valid Colorado driver's license with at least 2 years of safe driving record.
- Access to a personal vehicle for travel between sites; mileage reimbursement provided
- Must be able to pass a background check and preboarding screenings in accordance with Girls Inc. policy.

Expectations

- Support programming schedule: Schedule varies based on program needs and includes early mornings, evenings, weekends, and seasonal variations.
- Commitment to inclusive language, actions, and management styles
- Access to a personal vehicle for travel between sites; mileage reimbursement provided

Benefits

- 403(b) retirement plan with employer match
- 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](#).