



THE DENVER FOUNDATION

Mile High Youth Corps

Address:

1801 Federal Boulevard
Denver Colorado 80204-1724

Access/Accommodations Available:

Offices are accessible for persons with disabilities and accommodations will be made for candidates with special needs.

Will intern be expected to use their car for this position?

An intern would not need their own transportation to perform daily duties.

Mission:

Mile High Youth Corps helps youth make a difference in themselves and their community through meaningful service opportunities and educational experiences.

General Description of Work:

Responsible for providing program evaluation support and assistance. Through a developing partnership with the University of Denver, Mile High Youth Corps (MHYC) will begin to assess and refine the program evaluation of all land conservation, energy and water conservation and YouthBuild programs. The Evaluation Intern will assist the Regional Director in working with program staff to develop student learning outcomes for core curriculum areas including career readiness, environmental stewardship, civic engagement, leadership, social justice and independent living. The Evaluation Intern will help support gathering data on existing evaluation measures in place at MHYC and provide research and support to help develop student learning objectives that can be measured through updated assessment activities.

Specific Responsibilities:

Program Planning, Design and Implementation

- Work closely with the Land Conservation, YouthBuild and Energy and Water Program Managers to track metrics on outputs and outcomes currently in place.
- Provide support and research on developing updated student learning objectives for a new evaluation process.
- Develop a program matrix for the core curriculum components across the overall programs.
- Maintain and promote a positive Corps culture.

Program Support

- Provide support to agency events and general marketing efforts.
- Promote individual learning, leadership and personal growth among Corpsmembers.
- Assist other staff with the reporting required for funders and board members as it relates to evaluation metrics.

Student Qualities/Experiences Desired:

In addition to a high school education or equivalent, the following skills/knowledge are required:

- Interest in data analysis and data interpretation



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- Interest in learning outcomes, curriculum and evaluation
- Ability to motivate and communicate effectively
- Ability to meet deadlines
- Ability to learn new skills and demonstrate personal initiative
- Knowledge of computer skills, especially Microsoft Office
- Ability to represent the agency in a professional manner

Typical Work Schedule:

A typical work schedule for the intern would be 8:00-4:30, Monday through Friday with a 30-minute lunch break.

Work Outside of Typical Schedule:

We do not anticipate any dates/times where the intern will work outside normal business hours as described above.