



Job Title: Afterschool and Family Programs Manager

Employer: The Kiva Center

Location: Denver, Boulder, and remote

Job Status: Part time, 20-28 hours per week, depending on season and experience with social media

Wage: \$28-\$33/hour, depending on experience

Benefits: Paid sick time, paid holidays, PTO, monthly health stipend, 403b employer matching, paid holidays

Schedule: Flexible, *must be available during after-school hours and maintain regular calendar for meetings*

Kiva Center Mission and History:

[The Kiva Center](#) is a non-profit organization with a mission to build inner-strength and compassion in Colorado's youth through transformational nature-connection experiences. Since founding in August 2014, The Kiva Center has actively worked towards this goal. It began with small neighborhood Summer Camps, which led to local public school enrichment programs, homeschool enrichment and family learning experiences. This work has ignited a passion in our children to preserve and regenerate the natural environment by exploring the outdoors, planting gardens, sharing their stories, connecting with their families, and tapping into the abundance of learning opportunities that nature provides.

Afterschool and Family Programs Manager

The Afterschool and Family Programs Manager plans, develops, and evaluates The Kiva Center's after school (ages 7-11) and family programs (for parents, caregivers, and children/teens) in Denver and Boulder. Collaborating with mentors, schools, and partners, they ensure high-quality, developmentally appropriate programming. Working closely with the Program Director, they help shape program goals, support staff in delivering aligned learning experiences, and assist with special projects. This role also manages social media to foster community engagement and program growth.

Responsibilities:

- Recruiting and Managing Staff
 - Hire mentors and facilitators for the afterschool and family programs.
 - Through training, leadership, curriculum support, and ongoing mentoring, guide instructors to successfully execute transformational learning experiences for participants in Kiva programs.
 - Conduct regular program visits to support the instructors and assess the effectiveness of the programs.
- Program and Curriculum Development:
 - Align all afterschool and family program experiences to the Kiva Center's mission, vision, and [theory of change](#).

- Work with school staff to schedule after-school programs, and collaborate with partners to schedule field trips.
- Build relationships with new schools, organizations, and individuals (as needed) in order to advance the organization's mission and address needs from the community that we work in.
- Continue to develop a structure for developmentally appropriate learning experiences for participants, which may include: unit maps, lesson plans, sample activities, and reading materials for the instructors every semester based on the intended outcomes and culture of The Kiva Center.
- Align with Kiva's budget and strategy to provide quality family-centered events focused on deep nature connection and community resiliency- this includes the combination of facilitating events and inviting facilitators.
 - Work with the team to strategize, promote, and refine events.
 - Coordinate all staffing, materials, and promotions needed to run events successfully.
 - Review and assess types of programming for impact and community engagement to create a list of design recommendations for future events.
- Communication and Leadership with Afterschool Mentors:
 - Set team meetings and program visits (biweekly or monthly, depending on season) to provide support for afterschool mentors and help them to be prepared for their teaching days.
 - Provide additional coaching or instruction for complex projects or activities so that they are easily adopted by afterschool mentors.
- Program Evaluation and Reflection:
 - Work with the team to refine data collection tools and collect feedback from stakeholders (students, parents, instructors, etc). This will provide you with important information regarding how to modify the program for the future.
 - At the end of each semester, use survey and assessment data to inform the organization's work moving forward.
- My Outdoor Colorado (MOC) Coalition Meetings and Events:
 - Attend monthly in-person meetings with the MOC coalition
 - Attend quarterly full coalition meetings
 - Support TKC's participation in MOC Coalition neighborhood events
- (Optional added hours, dependent upon experience):
 Manage Kiva social media accounts:
 - Develop strategy and calendar for weekly Instagram and Facebook schedule based on planning with Program Director and Development Coordinator
 - Create new posts for accounts including photo carousels, Reel videos, and YouTube videos, as needed.

Expectations for All Employees and Interns:

Support the Kiva Center mission and exhibit a commitment to:

- Working collaboratively, with integrity and respect for fellow employees, associates, and our communities
- Embracing personal responsibility and accountability for your health and well-being, including, but not limited to physical and mental health.
- Positively representing The Kiva Center and families by being a mature and positive role-model for their children.
- Engaging in a powerful and transformational educational learning experience. We support and emphasize a culture of growth, meaning that everyone is able and open to give and receive constructive feedback.

Knowledge, Skills, and Abilities:

- Deep care for nature and people
- Experience relating to and communicating with diverse audiences
- Willingness to develop yourself as a leader within the organization
- Excellent interpersonal skills
- Skilled in developing and facilitating collaborative relationships
- Demonstrated experience leading and developing teams
- Excellent organizational skills and problem solving abilities
- Excellent oral and written communication skills
- Excellent Google Drive skills; ability to collect and maintain information as needed
- Experience with social media strategy and posting (Instagram, Facebook)
- Demonstrate experience in project management
- Ability to multitask and meet deadlines
- Respect for all levels of the organization and outside partners
- Energetic team player who works well in collaborative situations

Qualifications:

- Bachelor's degree or related experience in biology, ecology, environmental studies, or similar field preferred
- 5+ years management and/or experience working with elementary-aged groups
- Denver or local residency (available for in-person events monthly)
- Bilingual in Spanish and English preferred
- Colorado state background check and fingerprinting

How to Apply

Send a cover letter and resume to lily@thekivacenter.com by 2/14/25

The Kiva Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, sex, sexual orientation, gender identity, disability, protected veteran status, military discharge status, age, marital status, parental status, or source of income.