



Position Title	Department	Reports to
Youth Program Coordinator	Education and Community Outreach	Program Manager
Employment Status	Hours & Pay	Effective Date
<u>Part-Time Non-Exempt</u>	28-30 Hours/Week (some nights/weekends) \$23-\$25/hr	9/13/2022

## **GROUNDWORK RICHMOND**

Groundwork Richmond is an organization dedicated to “**Changing Places & Changing Lives**” by restoring the environment with the next generation of environmental stewards. We work with local teens and transitional aged youth (TAY) to help them develop their leadership potential, The ideal candidate has experience working with teens/TAY in workforce development, is passionate about environmental concerns and addressing climate change, comfortable being/traveling in nature and using equipment such as bicycles and kayaks and is familiar with restorative justice/practices.

The ideal candidate will support youth in developing their leadership potential, connect them with nature through hikes, kayaking, camping, and backpacking trips, and provide service learning opportunities in Science, Technology, Engineering, Arts & Math (STEAM). Youth Programming supports increasing the urban tree canopy in Richmond through canvassing neighborhoods for potential tree adopters as well as promoting community volunteer events. Working collaboratively with the City of Richmond and other nonprofits, our goal is to address issues such as air quality, climate change and educate our community on the importance and benefits of trees, which plays a vital role in meeting our mission.

## **Youth Program Coordinator - Position Summary**

As the Youth Program Coordinator, you will provide essential support to the Green Team. You will be responsible for the coordination of youth programming and support with the planning and execution of community outreach as well as events. Under the supervision and guidance of the Program Manager, you will support efforts to educate Richmond youth and residents on environmental stewardship.

Groundwork Richmond seeks a Youth Program Coordinator (YPC) to lead the Green Team) in planning and coordination of projects, events, and programming. The YPC maintains communication with youth throughout the school year and especially during our busiest time in summer to provide paid opportunities for Richmond youth. Under the supervision of the Program Manager, the YPC will help design curriculum for the Green Team and supervise them

in the field. The YPC will also be responsible for the coordination of our Air Rangers program to engage youth in educating the community about air quality monitoring.

## **Essential Duties and Responsibilities:**

### Green Team Coordination

- Implement/Supervise Green Team (GT) Education Programs
- Review and develop relevant educational curricula to compliment community revitalization work and the college & career readiness of GT members.
- Develops a positive relationship with individual GT members and monitors both the skill/concept acquisition of the GT as well as social & emotional integration of individuals with the GT and the GWR Mission
- Manage GT timecards and stipend checks

### Community Outreach and Education

- Support the planning and execution of canvassing neighborhoods in Richmond to support our Urban Forestry program, Air Quality Management program, Groundwork Richmond events, etc.
- Identify, coordinate, and attend community tabling events
- Support with outreach materials
- Create social media posts

### Additional Responsibilities

- Support with large community volunteer events
- Comply with GWR safety regulations, utilize appropriate Personal Protective Equipment (PPE)
- Follow GWR incident reporting procedures; observing risks and any safety related concerns to the attention of the Project Coordinator, Program Manager or Co-Executive Directors
- Ensure program and participants meet Covid-19 safety and prevention guidelines
- Maintains clear and consistent communication with GWR team, as well as GT participants, GT families, and community partners
- Submit monthly narrative reports

This is a part-time position of 20-32 hours per week, but we are committed to flexibility in arranging work schedules to balance work and family responsibilities. When conditions permit, some travel may be required.

## **Qualifications**

### Required Skills

The following qualifications are considered mandatory in candidates for this position:

- Commitment to the mission and values of Groundwork Richmond

- Must possess or be able to obtain a valid and appropriate state driver's license prior to employment
- Any combination of education and experience that demonstrates the knowledge and ability to perform the work - including leading youth on all day/overnight trips that include hiking, camping, kayaking, swimming, bicycling, and being in nature
- Ability to approach TAY with a growth mindset attitude and provide trauma informed coaching
- 2 - 3 years experience working with teens/TAY
- Ability to use G-Suite for nonprofits platform
- Must be 21 years of age or older
- Fluency in English and Spanish
- All Groundwork Richmond staff are mandated reporters and must comply with all related obligations and requirements
- Must be fully vaccinated or willing to become fully vaccinated against Covid-19 prior to employment

## **Physical Demands and Work Environment**

This position requires the employee to: stand and walk for long periods of time; lift and carry up to fifty pounds, perform physical work such as weeding, pruning, racking, hiking for long periods of time; operating a kayak, bicycle, and van; kneel, crouch, stoop, and crawl; use a variety of tools including shovel, rake, shears; setup and take down camping supplies; specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus in both day and nighttime conditions. Reasonable accommodations will be made.

At Groundwork Richmond we serve communities and people that have been historically marginalized through systemic oppression, including BIPOC, LGBTQ+, and low-income. We actively work to address these issues by reinvesting in those communities, and encourage folks who either identify with any of these or any other marginalized groups to apply.

Groundwork Richmond is an equal opportunity employer, committed to maintaining and growing a diverse team, and an anti-racist organization committed to doing business in keeping with core values of relevance, equity, diversity and inclusion.

To apply for this position, send resumé and cover letter to Jess Duncan at [Jess@groundworkrichmond.org](mailto:Jess@groundworkrichmond.org).