Youth Program Coordinator

Onondaga Earth Corps:
The Onondaga Earth Corps (OEC) is a youth development and conservation corps program focusing on community and environmental stewardship in the Greater Syracuse Metropolitan Area. OEC enrolls youth and young adults, ages 15 to 25, in “learn to earn” positions to educate the community about the benefits of environmental stewardship through completing environmental and neighborhood improvement projects. OEC has a strong experiential learning and service component, and often completes projects or arranges volunteer service within the community.

Position Overview:
The Youth Program Coordinator performs many roles and is integral to OEC’s community-based youth program’s success. The coordinator will lead and work with a team of youth (ages 15-18) and will be responsible for the coordination and leadership of the field and education components of OEC’s youth program. The coordinator must be willing to work during hours that high school youth are available. The coordinator will be expected to work after school on weekdays as well as on weekends during the school year programs. This position involves, but is not limited to, leading and managing litter pickup efforts, tree planting, and landscaping maintenance crews in weeding/raking, taking air quality samples, mulching gardens and conducting community outreach. The youth are recruited as part of a larger team that works on multiple OEC projects (see Youth Conservation Crew Member position for details). This supervisory position is multi-faceted and demanding, but with opportunities for rewarding achievements, and valuable professional and career growth.

Successful candidates will demonstrate high standards, attention to detail, compassion, excellent judgment, and the desire to devote themselves to youth development/mentorship and environmental conservation. The coordinator position requires both supervisory and technical aptitude in project management and planning, environmental education, landscaping or a similar field, as well as a high level of comfort with diverse collaborators and youth, and the ability to comfortably work outdoors. This is a staff position therefore the candidate must demonstrate strong leadership skills, flexibility, a high level of professionalism, and the ability to resolve problems in an efficient and respectful manner.

[Youth Program Coordinator Application]
onondagaearthcorps@gmail.com | 315-565-3797 | www.onondagaearthcorps.org
SUNY Educational Opportunity Center, Rm 239 | 100 New St. | Syracuse NY, 13202

Rev. 12/23/2019
Program Coordinator Duties and Responsibilities:

- Work with OEC staff, project partners, community partners, and project hosts to plan and implement programs that train youth in conservation, job readiness, leadership and civic engagement skills.
- Prepare curriculum, activities and workflows in collaboration with content area program coordinators.
- Work with OEC team to recruit youth and young adults eligible for OEC programs
- Plan pre-program and program training suitable to completing OEC contracts, grants and other obligations.
- Track measurable educational outcomes and work outputs.
- Participate in day-to-day details of conservation crew work in collaboration with other team staff.
- Perform heavy manual labor for extended periods of time and under adverse weather conditions alongside crew.
- Teach and/or present project information to elementary through college students as well as community organizations and the general public.
- Monitor, manage, and promote the crew’s and one’s own physical and emotional safety on and off the work site.
- Compile summaries and reports from work logs and training logs that demonstrate programmatic successes and areas for improvement.
- Transport crew and tools safely in OEC’s passenger van and/or pickup trucks with a trailer.
- Provide mentorship to staff and program participants.
- Promote individual corps member development and leadership skills
- Represent Onondaga Earth Corps in meetings, conferences and community events.

Qualifications:

- 3-5 years of supervisory experience, preferably in a youth or conservation related organization.
- Previous Conservation or Youth Corps experience preferred.
- Demonstrated ability in youth program development and implementation.
- 3-5 years of youth development and leadership experience. Some urban forestry, green infrastructure, conservation, construction or landscaping experience preferred.
- Physically fit and able to work long days in adverse conditions.
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- Good driving record (insurable) and current driver’s license.
- Good sense of direction and map reading.
- Ability to safely drive pickup truck and/or 12 passenger van with 12-16’ trailer. (OEC will train exceptional candidates)
- Relevant college coursework or degree preferred.
- Current First Aid or higher and CPR certification preferred.
- OSHA Certification (OSHA 10 required, OSHA 30 preferred) (OEC will train exceptional candidates)
- Sense of humor, spirit of adventure, and desire to make a positive difference.
- Background check must be completed as position requires working with youth.
- Computer literacy a must. Typing, email literate, Microsoft Office Suite, +Google Suite required. GIS, Adobe Suite experience preferable but not required.
- Work with OEC team to support a growing OEC alumni network.
- **This position requires working evenings and weekends during school year programming.**

### Position Summary

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Conservation Corps Youth Program Coordinator</th>
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<tbody>
<tr>
<td>Status</td>
<td>Field-based, Temporary, Full or Part Time Options may be available for the right candidate [approximately 35-40 hours/week], March - Mid November</td>
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<tr>
<td>Deadline</td>
<td>Submit documentation ASAP</td>
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<tr>
<td>Start Date</td>
<td>ASAP</td>
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<tr>
<td>Interviews</td>
<td>Ongoing</td>
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<tr>
<td>Compensation</td>
<td>Salary or hourly wage commensurate with experience</td>
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### To Apply

Please submit (1) a **resume**, (2) a **cover letter**, and (3) a **completed Program/Employment Application** (found online at www.onondagaearthcorps.org or in our offices at SUNY EOC center, 100 New St, Syracuse) Via:

Email: onondagaearthcorps@gmail.com
Or USPS mail, or drop off in person in submission box located at:
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