

Onondaga Earth Corps, Inc.



POSITION

Youth Program Coordinator

ABOUT US

Onondaga Earth Corps and the Youth Conservation Corps Model:

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 SUMMARY

Field-based, Full Time, 35-40 hours/week, some evenings and weekends are required.

Deadline: Until position is filled

Start Date: ideally March 18th, 2024; flexible for the right candidate

Interview Date: Ongoing

Compensation: Salary Range: 44-68K

POSITION OVERVIEW

The Youth Program Coordinator performs many roles and is integral to OEC’s community-based youth program’s success. The coordinator will plan and implement our youth conservation corps program for teams of youth (ages 15-18) and will be responsible for the coordination and leadership of the field and education components. 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 multifaceted and demanding, but comes with rewarding achievements, valuable professional growth, and career growth opportunities.

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.

WORK AND RESPONSIBILITIES

- Work with OEC staff, project partners, and community partners to plan and implement OEC’s youth program which includes after school and weekend programs and a large, multi-site summer program. Content areas includes job readiness, team building, leadership development, civic engagement, environmental education, and technical conservation skill (landscaping, forestry, land management)
- Prepare curriculum, activities, and workflows in collaboration with program and project staff
- Work with OEC team to recruit youth and young adults eligible for OEC programs

- Plan program trainings suitable for completing contracts, grants, and other obligations
- Track measurable educational outcomes and work outputs
- Participate in day-to-day conservation crew work in collaboration with other team staff
- Perform heavy manual labor in adverse weather conditions for extended time periods
- Teach and/or present project information to people of all ages and backgrounds
- Monitor and manage the crew's and one's own physical and emotional safety
- Compile summaries and reports from work logs and training logs that demonstrate programmatic successes and areas for improvement
- Transport crew and tools in an OEC vehicle while often times towing 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
- Develop program partnerships to expand the number of youth OEC is able to serve

QUALIFICATIONS (REQUIRED)

- Availability for evening and weekend work during school year programming.
- 3-5 years of supervisory experience
- 3-5 years of youth development and leadership experience
- Physically fit and able to work long days in adverse conditions
- Current driver's license and good driving record (insurable)
- Good sense of direction and map reading
- Ability to safely drive a pickup truck and/or a 12 passenger van with a 12-16' trailer
- Current First Aid or higher and CPR certification (May be completed with OEC)
- OSHA 10 Certification (May be completed with OEC)
- Background check must be completed as the position requires working with youth
- Computer literacy (Typing, email literate, Microsoft Office Suite, +Google Suite)
- Work with the OEC team to support a growing OEC alumni network
- Sense of humor, spirit of adventure, and desire to make a positive difference

QUALIFICATIONS (PREFERRED)

- College degree in human services, youth development or education
- Urban forestry, green infrastructure, conservation, construction, or landscaping experience
- Computer literacy (GIS, Adobe Suite)
- OSHA 30 Certification

APPLICATION PROCESS

Please submit (1) a resume, (2) a cover letter, and (3) a completed Program/Employment Application found online at

www.onondagaeearthcorps.org/jobs

Guidance and materials can be found on our website at

www.onondagaeearthcorps.org/jobs

Send or drop off application materials to:
Onondaga Earth Corps, Inc.
490 W Onondaga St.
Syracuse, NY 13202

