

Onondaga Earth Corps, Inc.



POSITION

Personal Development Team Leader (PDTL)

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 and office-based, Part Time, 20 hours/week, some evenings and weekends are required.

FLSA Status: Non-exempt

Deadline: Until position is filled

Start Date: TBD

Interview Date: Ongoing

Compensation: Hourly Wage Range: \$24-35/hr

POSITION OVERVIEW

The Personal Development Team Leader (PDTL) performs many roles and is integral to OEC’s community-based youth program’s success. The Team Leader will lead a team of staff that directly oversee the Young Adult Program for participants ages 19-25. The Team Leader will be the primary planner and direct supervisor for the Young Adult Program Personal Development Program. The Team Leader will coordinate with other OEC Staff, partner organizations, community leaders and other guest speakers to refine the program curriculum and plan for Personal Development programming. The Team Leader will also act as a case manager and meet regularly with young adult participants to identify barriers, develop goals, and build resources to ensure that participants are successful during and after graduating the OEC program.

This position also involves supporting field staff in the design of meaningful field work that supports the organization’s mission of empowering youth and young adults. The young adults are recruited as part of a larger team that works on multiple OEC projects (see Young Adult 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 Team Leader position requires both supervisory and technical aptitude in project management and planning, youth development and an awareness regarding conservation field work. 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

- **Program Development and Implementation**

Curriculum Development: Work with internal staff and external subject matter experts to refine existing personal development program architecture and curriculum and weave it into the young adult program from start to finish, including pre-hire training, orientation, field training, and weekly group training and post program follow up.

Program Implementation: Oversee the implementation of the program, ensuring it runs smoothly and effectively. This includes instructing and/or scheduling personal development trainings, coordinating instructors, managing resources, and documenting.

- **Case Management**

Individual Support: Provide one-on-one support to each participant, addressing their unique needs and challenges. This includes offering emotional support, problem-solving assistance, and guidance on navigating the program.

Progress Tracking: Regularly monitor and document each participant's progress in the program. This involves tracking their skill development, attendance, and overall engagement with the program.

- **Wraparound Services Administration**

Service Coordination: Identify the additional services each participant may need to succeed in the program, such as housing, transportation, or childcare. Coordinate with service providers to ensure these needs are met. Communicate with other OEC staff to support wrap around services.

Holistic Support: Understand and address the holistic needs of each participant, recognizing that factors like mental health, financial stability, and family support can impact their ability to engage fully in the program.

- **Participant Assessment and Personalized Planning**

Needs Assessment: Conduct thorough assessments of each participant to understand their individual needs, goals, and barriers. This includes both formal assessment tools and informal conversations.

Personalized Planning: Develop a personalized plan for each participant based on their assessment results. This plan should outline their path through the program and the support they will receive along the way.

- **Community Outreach and Collaboration**

Partnership Building: Establish partnerships with local community organizations, service providers and other stakeholders. These partnerships can provide participants with additional resources and opportunities that are not able to be provided in-house.

Program Promotion: Promote the program within the community to attract new participants and garner support. This may involve presenting at community meetings, distributing promotional materials, and leveraging social media.

- **Reporting and Documentation**

Record Keeping: Maintain detailed records of each participant's progress in the program. This includes documenting their assessment results, attendance, skill development, and use of wraparound services.

Outcome Reporting: Regularly report on the outcomes of the program to management and stakeholders. This should include data on participant progress, program effectiveness, and areas for improvement.

- Meet regularly with OEC Crew Leaders and Program Staff to keep open communications between field and personal development program progress.
- Work with OEC team to recruit youth and young adults eligible for OEC programs
- Provide mentorship to staff and program participants.
- Represent Onondaga Earth Corps in meetings, conferences and community events.
- Work with OEC team to support a growing OEC alumni network

QUALIFICATIONS (REQUIRED)

- Education: Minimum High School diploma or GED
- 3-5 years of social work, case management or youth development and leadership experience
- Demonstrated ability in youth program development and implementation
- 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 is a must. Typing, email literate, Microsoft Office Suite, +Google Suite required.
- Position requires some evening and weekend work due to community events and programmatic considerations

QUALIFICATIONS (PREFERRED)

- Education: An Associates or Bachelor's degree in Social Work, Counseling, Psychology, or a related field. A Certified Case Manager (CCM) certification is a plus. Extensive experience working within a community and assisting community members with navigating social services, such as a Community Health Worker, may be considered in lieu of education.
- Experience: Experience working with specific populations, such as those involved in workforce development programs, and young adults, is preferable.
- Knowledge of Wraparound Services: Familiarity with the range of wraparound services that might be needed by program participants. This could include housing, transportation, childcare, mental health services, and more. Knowledge of local resources and potential partnerships is a plus.
- Communication Skills: Strong interpersonal and communication skills are crucial. The PDTL must be able to build relationships with participants, understand their needs, and communicate effectively with other OEC staff and service providers.
- Organizational Skills: The PDTL will support many young adults participants and must keep track of a wide range of information. Strong organizational skills and attention to detail are therefore essential.
- Problem-Solving Skills: The ability to identify barriers to participation and develop creative solutions is key. The PDTL must be able to navigate complex systems and advocate for OEC participants.

- Cultural Competency: Ability to work effectively with diverse populations and adapt to individual needs. Understanding and respecting cultural differences is crucial in this role.
- Ethics and Professionalism: Adherence to professional ethics and standards, including confidentiality, respect for clients' rights, and any state or federal reporting requirements
- Current First Aid or higher and CPR certification preferred

WORKING CONDITIONS

- Work is typically performed in a standard office setting or outdoors at OEC project sites
- Able to lift 40 pounds
- Some evening and weekend work required on occasion

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

