



SUNY-EOC | 100 New St. Rm 239 | Syracuse, NY 13202
onondagaeearthcorps@gmail.com | www.onondagaeearthcorps.org | 315-565-3797

Position Release 08/2017

Position Title	Conservation Corps Youth Program Coordinator
Status	Field-based, Temporary, Full or Part Time Options may be available for the right candidate [approximately 35-40 hours/week], March - Mid November
Deadline	Submit documentation ASAP
Start Date	ASAP
Interviews	Ongoing
Compensation	Salary commensurate with experience

Onondaga Earth Corps:

The Onondaga Earth Corps (OEC) is a locally based, 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 “earn to learn” positions to educate the community about the benefits of environmental stewardship through completing environmental and neighborhood improvement projects primarily in the City of Syracuse. 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, and mulching gardens. 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, urban forestry, 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.

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 for program staff and crewmembers.
- 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.
- Manage and supervise program staff.
- 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 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.
- Good driving record (insurable) and current driver's license.
- 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.**

To Apply

Visit onondagaeearthcorps.org/Jobs at OEC to down load position description and application form. Fill out the application completely.

Submit cover letter, resume and completed application to:

Via email to: onondagaeearthcorps@gmail.com

Mail or hand deliver to: Onondaga Earth Corps
100 New St. Rm 239
Syracuse, NY 13202