



Groundwork USA Youth Programs Manager

Groundwork USA seeks a Youth Programs Manager to coordinate and implement its national youth programs, which offer environmental education, stewardship, employment, and leadership opportunities for young people across the country.

Groundwork USA is the only network of local organizations devoted to transforming the natural and built environment of marginalized communities – a national enterprise with local roots, working at the intersection of the environment, equity, and civic engagement. Through inclusive, meaningful community engagement and cross-sector collaboration, local Groundwork affiliates, called “Trusts,” transform neglected land and waterways into assets for low-income neighborhoods. All Groundwork Trusts have Green Team youth education and employment programs embedded in their work, and Groundwork USA leads national programs for Green Team ambassadors in places such as Yellowstone National Park, Grand Teton National Park and Glacier National Park. Interested candidates should review our website, <http://groundworkusa.org>.

The Position:

Groundwork USA’s Youth Programs Manager will assist with carrying out its national youth programs and projects in locations across the country and handle day-to-day administration of the programs. The position reports to the National Youth Programs Director (PD) and is a full-time exempt position. Responsibilities include:

- Working with the PD to organize programs and activities such as the corps programs in our nation’s national parks, and to plan and implement events such as our annual Youth Summit.
- Collaborating with the PD on developing new youth programs to support the strategic direction of the organization and meeting with related federal and local partners to facilitate this process.
- On-site supervision of Groundwork youth program leaders and high-school Green Team youth during project implementation in different locations across the country, including hands-on project work in the field with the youth.
- Undertaking evaluations to identify program strengths and areas for improvement and to ensure goals are met in partnership satisfaction, safety, quality, and team performance.
- Producing accurate and timely grant reporting and working with PD to develop program budgets and logistical operating plans for youth programs.

This position will be based in a community that has a local Groundwork Trust (see <https://groundworkusa.org/groundwork-network/>) or in another location in proximity to Groundwork USA staff in the eastern United States (Southeast/Mid-Atlantic/Northeast).

Qualifications:

- Experience in and ability to build or expand skills in construction and restoration work, including woodworking, sheetrock, finish carpentry, and masonry projects.
- Basic knowledge of, and skills in, trail building, community gardening, and landscaping.
- An understanding of cognitive and social development of youth and the ways in which young adults interact.
- Demonstrable ability to build relationships with individuals and with groups; understanding of how these dynamics impact youth development and the barriers to healthy youth development; ability to design programs/policies to meet those challenges.
- Sensitivity to all gender expressions, comfort working alongside LGBTQ youth, and an awareness of, sensitivity to, and celebration of racial and ethnic differences.
- Familiarity with educational pathways to environmental stewardship and conservation and related curriculum development.

The Youth Programs Manager must have excellent communication skills, a demonstrated ability to work effectively with people of different backgrounds, strong organizational skills and attention to detail, and a sense of humor. At least three to five years of professional experience is required.

Additional Youth Programs Manager position requirements:

As Groundwork USA's youth program is national in scope, the work can be in diverse environments, from dense urban cores to remote western parks. As such, the Youth Programs Manager would ideally:

- Be willing to travel extensively, especially during the summer. Some work assignments may require two- to four-week stays (all travel covered).
- Have a valid driver's license and be willing/able to drive long distances, sometimes in a van, and on occasion pulling a trailer.
- Have a thorough knowledge of camping, including gear, site selection, and camp setup, and be willing to camp for extended periods (up to three weeks) as required throughout the summer.
- Be able to hike and engage in outdoor recreation (such as canoeing) and perform manual labor alongside youth corps teams.
- Meet federal employment suitability requirements and successfully complete background investigation involving fingerprint identification and background inquiry forms.

Compensation

Competitive salary, commensurate with qualifications, within an anticipated range of \$45,000-55,000; SIMPLE IRA plan with employer match; health insurance through Qualified Small Employer Health Reimbursement Agreement; generous vacation, sick, and holiday leave.

Applications

Please submit a cover letter and resume to jobs@groundworkusa.org. Applications received by June 1, 2018, will be ensured full consideration. Only those selected for interviews will be contacted – your understanding is appreciated. Groundwork USA 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.