

Position(s): NJ Youth Corps/DRCC Team Leader

Deadline: until filled



DESCRIPTION:

New Jersey Youth Corps of Phillipsburg is seeking a person with a passion for connecting with and engaging young people to assist us in our mission to educate, inspire, and support under-served, out-of-school youth in Warren County, NJ. Through a balance of academics and community-based service-learning projects - with a focus on environmental/ecological work- we mentor our Corpsmembers to develop healthy life choices, maximize their potential, help them achieve their goals, and become better ecological citizens.

Funded primarily through the New Jersey Department of Labor & Workforce Development & The Corps Network, the Youth Corps is a 'second-chance' program for young adults aged 16-25 that did not complete high school. The New Jersey Youth Corps of Phillipsburg is Warren County's only full-time service and conservation corps. Founded in May of 1998, we provide support to the Town of Phillipsburg & Warren County providing hundreds of youth the opportunity to earn their High School Equivalency (HSE) while providing a valuable service to their community.

We're looking for a Team Leader to manage our NJ Youth Corps/Delaware River Climate Corps! This position is an integral member of our Youth Corps family, with the primary responsibility of recruiting, mentoring and supervising our Corpsmember base for the NJ Youth Corps/Delaware River Climate Corps program. The Team Leader also works closely with crew members and other staff members to ensure our young adults' personal & professional growth and development. This requires strong communication and interpersonal skills, strong organization, and attention to detail. The right person for this position will be also solution-oriented with a constructive and collaborative approach.



We're looking for someone with the following qualities:

1. Passion for connecting with and engaging young people.
2. A desire to aid in improving the lives of youth while improving the environment.
3. Experience working with Opportunity Youth.
4. Demonstrated ability to work as part of a team.
5. Highly organized, creative, and innovative.
6. Ability to take initiative and work proactively.
7. High level of professionalism and ethical standards.
8. A patient, mindful and resilient disposition.
9. Demonstrated social media savvy.

Some of the key work activities of the NJYC-DRCC Team Leader position are:

1. Develop and oversee outreach and project development for both NJYC/DRCC programs
2. Plan, schedule and prioritize projects for the NJYC/DRCC Program, as well as NJYC/DRCC crews.

3. Coordinate and review projects with governmental, professional, and non-profit agencies.
4. Work with sponsors to ensure safe, high quality and efficient project implementation.
5. Monitor project sites to ensure compliance with state, county and federal regulations.
6. Complete reports to ensure program and sponsor goals are being met.
7. Responsible for supervisory activities of the Corpsmembers, including performance and development, adherence to program policy, safety, and work standards, completing evaluations, and providing intervention if necessary.
8. Ensure Corpsmembers' development and training goals are met.
9. Write and review contracts and work agreements.
10. Other duties as assigned

Physical Requirements: Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Team Leader is required to sit, stand, walk, speak and hear. The candidate may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer, and may be required to lift up to 50 pounds unassisted. The ability to drive an organizational vehicle (15 passenger van) is also required.

Minimum Qualifications:

1. Minimum of six months of experience in program recruitment and administration.
2. Experience with customer service and data management.
3. Flexibility, adaptability and capacity to work in a fluid, changing work environment.
4. The ability to communicate effectively with all staff in the organization.
5. Excellent written and verbal communication skills
6. Valid driver's license and an insurable driving record.
7. Proficient in Microsoft Office Suite/Google Workplace.
8. Must be able to pass a criminal history check.

Preferred Qualifications:

1. Associate's Degree
2. Previous experience with a Service & Conservation Corps, Youth-serving organization and/or AmeriCorps programs.
3. One (1) or more years of experience in program recruitment and administration.
4. Environmental Stewardship/Ecological Stewardship background -Trail work a plus.

BENEFITS

- \$40,000 - \$45,000 Starting Annual Salary range, based on experience
- Health insurance/dental Insurance, 403b program (non-matched)
- Professional Development and Leadership training

HOW TO APPLY

If you are interested in applying for this position, please email your resume and cover letter to info@njycphillipsburg.com with the subject line of "Employment Opportunity" or visit us at www.njycphillipsburg.com/careers to drop us a message about interest.