



LAYC
**Latin American Youth Center/
 Maryland Multicultural Youth Centers**



POSITION DESCRIPTION

Title:	River Corps Coordinator	Reports to:	Corps Program Manager
Program:	River Corps	Salary range:	\$50,000 - \$55,000/annually
Job Location:	Washington, DC	FLSA:	Exempt

The Latin American Youth Center (LAYC) is seeking a dynamic leader to serve as Coordinator for the River Corps (RC) program. The coordinator is responsible for ensuring the field-based implementation of stormwater service projects while overseeing the training and performance of crew leaders and Corps members. This position supervises daily crew-based field projects, providing leadership and guidance on duties such as *invasive species control, inspection and maintenance of green infrastructure, litter removal.*

The coordinator implements a Positive Youth Development (PYD) approach by seizing opportunities to enhance teamwork, self-confidence, problem solving, conflict resolution, trust, and leadership amongst Corps members. The coordinator also seeks out and strategically helps to create employment pathway opportunities for careers in green infrastructure that Corps members can pursue upon successful program completion.

JOIN US AND SUPPORT YOUTH TO LIVE, WORK, AND STUDY WITH DIGNITY, HOPE, AND JOY!

LAYC/MMYC is an organization that makes a difference in our community. We invite you to join our talented staff so you can be a part of an organization that is known for its commitment to excellence, mission, and respect for youth. We value diversity as a strength, with 85% of our staff identifying as people of color. We prioritize recruiting and supporting staff who have shared life experiences as our youth.

LAYC/MMYC's mission is to empower a diverse population of youth to achieve a successful transition to adulthood, through multicultural, comprehensive, and innovative programs that address youths' social, academic, and career needs. To achieve that mission, LAYC/MMYC provides services and opportunities to approximately 5,000 individuals annually to support academic achievement, promote healthy behaviors, and guide youth toward successful adulthood. LAYC/MMYC also conducts advocacy and public policy work to broaden opportunities for youth.

Competitive Benefits In addition to a friendly work environment, we are pleased to offer the following benefits to our employees.

- Medical, dental, and vision plans with prescription coverage
- Employer-paid life insurance
- Voluntary long-term disability and supplemental life insurance
- Matching 401(k) program begin at hire
- 10 days paid vacation leave per year, increasing to 20 with tenure, 12 days paid sick leave per year, 12 paid holidays per year
- Four weeks paid parental leave, including adoption and foster care
- Health club discounts

ESSENTIAL RESPONSIBILITIES:

- Coordinate and supervise program activities including field work, training, and events.
- Provide crew leaders with supervision, training, and field coverage as needed.
- Maintain a calendar of projects that satisfy field maintenance work in the District as outlined by the program grant
- Attend monthly program update meetings with Grant Monitor and Program Manager
- Develop relationships with local green industry employers to facilitate opportunities for Corps members' career exploration through career panels, informational interviewing, job fairs, and other opportunities for green job exposure.
- Work collaboratively with the Montgomery County Conservation Corps Coordinator to create and provide environmental education, job readiness training and shared resources across Corps programs in line with program outcome goals.
- Assist with outreach efforts to recruit, screen and onboard Corps members
- Work with the crew leader to develop the skills of corps members by seeing that all corps members learn safe and professional work practices, including but not limited to the following:
 - Proper use of hand tools;
 - Identification of common regional invasive and native plants
 - Professional courtesy to community members, park staff and others in the field;
 - Adherence to program and park policies, rules and regulations; and,
 - Clear articulation of work project activities, goals and related services.
- Maintain the satisfaction of site supervisors by ensuring that projects are properly, professionally and completely serviced.
- Create and encourage a strong work ethic and positive morale through exercises demonstrating teamwork and accountability.
- Work with RC staff to support each Corps members' transition to career or post-secondary education after their service.
- Utilize ETO (Efforts to Outcomes data entry) to track and analyze program outcomes such as participant attendance, certification completion, and project efforts.
- Prepare quarterly reports and support with monthly team meetings.
- Ensure the reliable, safe, and clean operation of any assigned vehicles, hand tools and power tools, and report all issues and problems to the Corps Program Manager.
- Ensure that the program van is fueled and inspected before the beginning of each workday. Report any defects, problems, or safety issues to the program manager.
- Perform all other duties as assigned by the Corps Program Manager.

EDUCATION & EXPERIENCE

- High school diploma or equivalent; some college-level education is preferred.
- 1-2 years of experience working in field conservation positions, with 6-12 months serving in a leadership role, preferably within a Conservation Corps
- One year experience working with adolescents or transition age youth
- Experience working in the outdoors and willingness to work in variable and unpredictable climate and terrain conditions
- Current CPR and Basic First Aid certification is preferred.

SKILLS & QUALIFICATIONS

- Must be at least 18 years old
- Must have a valid driver's license and experience driving a passenger van
- Ability to pass a criminal background investigation, TB and child abuse and neglect clearances
- Ability to work well and communicate with culturally diverse populations
- Microsoft Office proficiency and ability to utilize technology to improve systems
- Knowledge of conflict management practices and willingness to address corps member issues, complaints and needs in a professional and constructive manner, and in full accordance with program policies and procedures
- Commitment to making important and sometimes life-critical decisions in the field to protect the safety of Corps members and the community at large
- Energetic, positive individual with commitment to youth development in a high quality, respectful environment
- LAYC/MMYC requires COVID-19 Vaccination and a booster of all its employees. Employees will be required to provide official proof of vaccination and a booster.

PHYSICAL REQUIREMENTS:

Work is primarily outdoors, resulting in exposure to sun, rain, mud, fog, extreme heat and cold, wind, extreme humidity, pollen and other airborne irritants, sudden temperature changes, and other climatic phenomena. In addition, performance of duties often requires work in remote areas characterized by rugged terrain, with steep and sometimes slippery slopes. Service projects take place in a variety of environments, including forested areas, swamps, wetlands, open water and other habitats.

Operating some types of equipment or machinery may also result in exposure to noise, airborne debris, vibrations, and hazardous conditions requiring the use of safety gear such as ear and eye protection, hard hats, etc.

Work involves special physical demands such as lifting 50 pounds or more, climbing ladders, bending, lifting, stretching, pulling, walking or standing for extended periods of time.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and

to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

LAYC is proud to be an equal opportunity employer that values diversity as a strength and fosters an environment of mutual respect. LAYC is committed to providing opportunities without any regard to age, race, color, pregnancy, national origin, religion, sex, gender identity, sexual orientation, disability, veteran status or status within any other protected group.

APPLICATION:

To apply, please send cover letter and resume to alma@layc-dc.org