



YOUTH PROGRAM SENIOR MANAGER

Position Description

The Youth Program Senior Manager empowers local youth by leading the Gowanus Green Team program. Gowanus Green Team are paid high school apprentices engaged in environmental stewardship, nursery maintenance, green infrastructure, and urban conservation work. This program aims to educate local youth, expand job opportunities, and cultivate awareness and urgency regarding the importance of environmental work in our community and New York City.

Every spring and summer 8 youth apprentices, primarily public housing residents, participate in hands-on workshops, outdoor field work and training, and trips to parks and restoration areas around New York City. Apprentices explore a range of environmental themes including Gowanus Canal history and ecology; stormwater management; urban forestry; environmental justice; waste management; urban design; and horticulture. Youth develop physical skills, including gardening, infrastructure maintenance, and plant identification; teamwork and communication skills; and knowledge about urban environmental issues facing our city.

We are undertaking a multi-year effort to grow the Gowanus Green Team program, seeking to increase the number of participating youth and program duration, while focused on program impact. We are seeking a Youth Program Senior Manager to lead program development, planning and program implementation. We envision the Senior Manager will be more involved in on-the-ground program implementation at first and program responsibilities will shift and evolve over time as the program grows. The Youth Program Senior Manager works directly with the Youth Stewardship & Nursery Manager, receives support from the Landscape Director, and reports to and receives support from the Programs & Education Director.

Position Responsibilities

*Develop, manage and implement Gowanus Green Team, while cultivating a multi-year program growth and impact plan. *Asterisk indicates: Responsibilities that will evolve with multi year program growth*

Program Implementation & Direct Youth Support

- Develop and manage program schedule

- Lead recruitment, interviews, hiring, and onboarding of youth apprentices and part-time program staff
- Supervise youth apprentices and part-time program staff
- Lead planning for workshops and graduation with staff and partners (agendas, materials) and facilitate some workshops
- Plan and lead field trips to partner sites around the city
- Co-lead fieldwork sessions at GCC's plant nursery and stewardship sites with Youth Stewardship and Nursery Manager
- Provide support in mentoring, managing conflicts and supporting youth and their families in issues that affect program participation

Program Administration

- Document program protocol and procedures and keep up to date
- Advise on annual program budget; Purchase program supplies; report expenses
- Manage and submit apprentice timesheets
- Advise on program communications content (social media, video, website etc) and liaise with Communications Manager
- Assist with program grant writing and reporting

Program Development & Planning

- Refine program vision, program outcomes, and lead plan for program growth*
- Develop, refine, and implement participant outcomes, evaluation and metrics tracking*
- Develop and maintain relationships with program stakeholders, including public housing tenant associations, residents and partner organizations
- Develop refine, and implement curriculum and workshops on environmental themes and post-high school pathways, socio-emotional strategies, and professional development*
- Develop and manage a new youth-led project program component*
- Develop and implement alumni engagement plan and program components*

Assist with GCC Organizational Admin and Special Events

- Support GCC special events and projects, including the Annual Meeting and fundraiser
- Opportunity to participate in organizational DEI work
- Occasionally assist with organizational administration, including reception, errands, and other office responsibilities

Preferred Qualifications

- At least 3-5 years of direct experience working with high school youth and empowering low-income, BIPOC youth through youth-focused programming
- At least 2-3 years of experience in program planning, coordination and administration
- Some experience in curriculum development and informal teaching

- Some experience and/or interest in hands-on and/or environmental stewardship and fieldwork
- Knowledge of and/or passion for youth development practices
- Knowledge of and/or passion for environmental fields, issues and career pathways
- Experience and/or interest in mediation, trauma-informed and/or restorative justice approaches
- Healthy understanding of and respect for youth's emotional needs and boundaries
- Team player with ability to problem-solve and take initiative
- Excellent time management, communication, and organization skills
- Strong writing and editing skills
- Computer skills, including Microsoft Office and Google Suite

Physical Requirements

- Proof of COVID vaccination is required
- Significant time is spent working outdoors during spring/summer months
- Interest and ability to work outdoors in an urban environment in all weather conditions
- Willingness to travel by public transportation to sites around the city
- Ability to lift up to 35 lbs
- Communicating information; reading and typing; using video conferencing

Schedule: This is a full-time, salaried position, 40 hours per week, and may require occasional evenings and weekends. Schedule is typically Tuesday through Saturday during programming in Spring and Summer, Monday-Friday other times of the year. While this role will be primarily in person for program implementation, GCC staff currently have the option of working from home or in the office for administrative work. A computer or other needed equipment will be provided if needed for work from home. The position will start in January or February 2022.

Compensation: Salary is \$55,000 - \$65,000, contingent on experience. Competitive benefits package includes 50% coverage of company health care policy, FSA, 401(k), commuter benefits, life insurance, paid time off (15 vacation and personal days; 5 summer Fridays; 15 holidays including week between Christmas and New Year's; 5 Sick Days) comp time and paid parental leave.

To Apply: Submit your resume and cover letter to [jobs \(at\) gowanuscanalconservancy.org](mailto:jobs@gowanuscanalconservancy.org).

Gowanus Canal Conservancy is a community-based non-profit organization dedicated to facilitating the development of a resilient, vibrant, open space network centered on the Gowanus Canal through activating and empowering community stewardship of the Gowanus Watershed.

Gowanus Canal Conservancy is an equal opportunity employer and encourages candidates of all racial, ethnic and religious backgrounds to apply.

All GCC employees must be vaccinated against the COVID-19 virus unless they have been granted a reasonable accommodation for religion or disability. If you are offered employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by GCC.