

Position Title: Youth Program Coordinator

Status: Full time (40 hours/week)

Reports to: Youth Program Circle

Compensation: Annual salary range of \$36,815 to \$40,229 (depending on experience), medical/dental benefits, life insurance, paid leave (1st year = 2 weeks of vacation, 2 weeks of wellness, and 11 paid holidays)

Desired Start Date: January 7, 2020



What We Do

GRuB grows healthy food, people, and community. With roots in the land, we create opportunities for people to learn, lead, and thrive. We envision an equitable world where we are all nourished by healthy relationships, resilient community, and good food. To learn more about the organization visit goodgrub.org for more information.

Position Overview

The Youth Program Coordinator is one of the primary facilitators for GRuB's Summer Program (serving ages 14-21) as well as the seasonal GroundED program (ages 16-21). The summer program is a hybrid job training and summer school accredited program for students who are disengaged in their education, with the emphasis on small scale sustainable farming. The GroundED program has a similar structure and curriculum, focusing on serving youth who are pursuing their GED through GRAVITY.

This position also supports our little kid farm education, farm market programs, seasonal farm work, and will lean into various activities of other programs as needed, including organizational fundraising efforts.

Most of all, this position's priority is to deliver an empowering program for youth that supports GRuB in fulfilling its mission. This position has room to grow into increased management and leadership responsibilities. Regardless of experience, the first year will have ample time built in for mentorship in the cross-training of these responsibilities.

Key Position Responsibilities

Program Leadership, Supervision & Delivery

- Co-design and co-facilitate accountability plan, workshops, team-building, and training activities
- Provide mentorship and build healthy relationships
- Provide a physically and emotionally safe learning environment
- Collaborate, and share responsibilities in the Youth Program Circle (youth/farm staff team)

Fiscal Management, Program Evaluation & Reporting

- Develop program budget & monitor expenses and income monthly in partnership w/ Youth Program Circle
- Facilitate youth involvement in appropriate outreach, fundraising and development activities
- Meet agreements set in MOU's with partner organizations
- Manage and execute program evaluation plan (qualitative, quantitative, programmatic, photos)
- Complete all necessary program reporting

Minimum Qualifications

- Commitment to GRuB's mission, vision, and values
- Ability to thrive in a collaborative team setting, and be responsive to emergent needs
- Effective verbal and written communication skills
- Comprehension of Microsoft Office Suite and/or Google Suite
- Teaching, and/or mentoring, and/or supervisor experience
- Ability to participate in farm work regularly (digging, squatting/kneeling, lifting, repetitively)
- Ability to pass our background check: <https://www.goodgrub.org/background-check-faq>

Desired Qualifications

Character: This person's character is just as important as their experience. We are looking for someone who:

- o Is open, playful, authentic, vulnerable, and charismatic with youth, naturally drawing in and energizing them. They actively strive to create a "family" atmosphere where all youth feel they belong;
- o Is passionate about food, gardening, and hunger issues as the learning context. If youth staff aren't engaged, the students will not engage;
- o Is non-judgmental and honest. They are caring toward the program participants while able to compassionately hold them accountable and support their growth;
- o Is a consistent role model; working alongside youth, who are able to (or can acquire the skills to) communicate in affirming ways, and resolve conflicts constructively.

Experience: This role is multifaceted; it includes the roles of supervisor, educator, coach, advocate, and mentor. To successfully support positive youth development and re-engagement they ideally have:

- o Relevant youth work experience, including mentorship, coaching, or case management in addition to informal or formal teaching
- o Multicultural communication and dispute resolution training
- o Experience facilitating diverse sets of people in achieving common goals
- o Team-building facilitation and comprehension
- o 2 years horticulture, and/or agriculture, and/or gardening experience

Application Process

We actively recruit program alumni into leadership positions within our organization, and strive to build a staff team whose demographics and backgrounds reflect those of our greater community. We believe that a diverse staff is essential to the successful pursuit of our mission.

GRuB is an equal opportunity employer, and does not discriminate against any employee or applicant on the basis of age, color, ability, gender identity, national origin, race, religion, sexual orientation, veteran status, or any classifications protected by federal, state, or local law.

We encourage you to apply even if you are not an exact match with the position's qualifications. We acknowledge that we are describing our ideal candidate for the position and are willing to consider the unique sets of transferable experiences and skills an applicant may bring.

This position is open until filled. The priority application deadline is Monday, December 2, 2019.

We will only consider COMPLETE APPLICATIONS. A complete application includes:

1. Compelling cover letter
2. Résumé
3. Three professional references with contact information
4. Answers to the following supplemental questions. (Please limit your responses to these questions to a total of one page, front and back, and separate from your cover letter.):
 - o Describe what inspires you about youth empowerment.
 - o Describe a situation where you had to adjust your plans, or curriculum, to "meet a teen/young adult where they were at." Why, and what was the outcome?
 - o We recognize that GRuB staff members have full lives outside of their time at GRuB, and this work can ask a lot of us. With that in mind, what strategies do you use to balance the demands of employment, and your personal life and wellness?

Email your complete application in WORD or PDF format to: jobs@goodgrub.org; Subject: **Youth Program Coordinator Application**