GREEN TEAM

2017 SUMMER PROGRAM ASSISTANT

Emerald Necklace CONSERVANCY

The Emerald Necklace Conservancy is seeking a qualified person to assist in administering our summer youth employment program, The Green Team. The Green Team is a unique and exciting program that employs teens who work in the field of conservation, landscaping and park maintenance. Working with and reporting to the Director of Education, the Program Assistant will be responsible for the day to day logistics of running the program, some administrative work, and leading outdoor enrichment activities. This position also works with the crew leaders and two or three youth crews to support their work in the parks. This is a temporary full time exempt position (36-40 hrs. per week) from Monday, June 5 to Friday, August 17, 2017.

The Emerald Necklace Conservancy brings people together to renew, enliven and advocate for the Emerald Necklace park system. Our programs are dedicated to park restoration and maintenance, public education, constituency-building and park advocacy. Focusing its work in the Emerald Necklace parks designed by Frederick Law Olmsted, the Conservancy collaborates with the City of Boston, the Town of Brookline, the Commonwealth of Massachusetts, and the many park partners committed to keeping our parks healthy and accessible for all. To learn more about the Conservancy, please visit our website, emeraldnecklace.org.

Primary Responsibilities:

- Assist the Education Director in management of the Summer Green Team Program
- Assist in the training and orientation of Crew Leaders and Assistant Crew Leaders
- Oversee daily work assignments for each crew in collaboration with Education Director
- Assist in carrying out program plans, help plan, manage and lead events including Environment Discovery Days and a camping overnight and attend weekly staff meetings with Crew Leaders
- Assist Education Director with program documentation
- Collect and deliver time sheets to Department of Youth Engagement and Employment
- Assist the Director of Education in the hiring of program participants

Field Responsibilities:

- Coordinate daily tool & water delivery and pick up to all field locations
- Keep truck clean, organized, and fueled
- Manage tool inventory

Commitment

- Pre-program training: Weekdays, June 5 –June 30 and July 5-10 (*Note: Tuesday, July 4 will be a non-working, unpaid holiday.)*
- Program: July 11 – August 17th
- 36-40 hours a week: Monday-Friday
- Monday, 9:00 am –3:30 pm (some Mondays may be earlier than 3:30)
  Tuesday through Friday, 8:00 am – 5:00 pm

Qualifications
This individual needs to be a self-starter, who can think independently and has the ability to gain an intuitive understanding of the program quickly. In addition, this position requires the flexibility to assist in other necessary tasks at the Conservancy that may or may not be related to the program.

Required skills and experience:

- Driver's license in good standing and experience driving vans and/or delivery trucks
- Ability to lift up 25 pounds
- Dependable and flexible team player who can also work well independently
- Sense of humor and the ability to positively motivate young people
- Experience working with a diverse population of teenagers
- Interest in urban conservation and youth development
- 21 years of age or older
- Must possess valid First Aid and CPR Certification before the start of the program
- Clear CORI and SORI record
- Must be able to attend the Appalachian Mountain Club's 3- or 5-day Youth Opportunities Program training in May or June (dates not available yet)

Preferred Qualifications:

- Experience in youth development, youth work, and/or education
- Experienced group manager
- Experience working in an outdoor leadership role
- College degree in Education , Outdoor Leadership, Human Development, Forestry, Conservation, Environmental Studies, Environmental Science, landscape architecture or related field preferred

To apply
The Emerald Necklace Conservancy is an equal opportunity employer, with an institutional commitment to employ a diverse workforce. Candidates of color, bilingual and bicultural candidates are strongly encouraged to apply.

Applicants should submit cover letter and resume to Kent Jackson at kjackson@emeraldnecklace.org by **Monday, April 3, 2017**.