

GREEN TEAM

2020 SUMMER PROGRAM ASSISTANT

The Emerald Necklace Conservancy is seeking a qualified person to assist in administering our summer youth employment program, Green Team. Green Team is a unique and exciting program that employs young adults and combines work in the fields of conservation, gardening and park maintenance with environmental education, nature connection and outdoor adventure activities. 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 some leading of environmental education, nature connection and team building activities. This position also works with and supervises 2 Crew Leaders. This is a temporary full-time 40 hour/week exempt position that runs from Monday, June 1, to Friday, August 14, 2020.

The Emerald Necklace Conservancy brings people together to renew, enliven and advocate for the Emerald Necklace parks system. Our programs are dedicated to park rehabilitation and maintenance, environmental education, nature connection, 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, www.emeraldnecklace.org.

Primary Responsibilities:

- Assist the Director of Education in management of the summer Green Team program
- Assist in the training and orientation of Crew Leaders
- Oversee daily work assignments for each crew in collaboration with Director of Education
- Assist in carrying out program plans, help plan, manage and participate in events including outdoor adventures days and a camping overnight trip and attend weekly staff meetings with Crew Leaders
- Assist Director of Education with program documentation
- Collect and deliver time sheets to Department of Youth Engagement and Employment
- Assist the Director of Education in the hiring of youth participants
- Must be able to attend the Appalachian Mountain Club's Youth Opportunities Program's Outdoor Leadership Training in June (June 10-14): www.outdoors.org/youth-programs/youth-opportunities-program
- Training is paid for by the Emerald Necklace Conservancy

Field Responsibilities:

- Daily supervision and management of Crew Leaders
- Coordinate daily tool and water delivery and pick up to all field locations as needed
- Keep truck clean, organized and fueled as needed
- Manage tool inventory

Commitment

- **Pre-program training:** Weekdays, June 1-26, 10:00 am-5:00 pm
- **There will be no work the week of June 29 (June 29-July 3) Note: this time is unpaid.**
- Program: July 6 – August 14
- 40 hours a week: Monday-Friday
- Monday, 9:00 am –5:00 pm
- Tuesday through Friday, 8:30 am – 4:30 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.

Preferred Qualifications:

- Experienced group manager
- Experience working in a leadership role
- College degree in Education, Outdoor Leadership, Human Development, Forestry, Conservation, Environmental Studies, Environmental Education, Nature Connection, Environmental Science or related fields

Required skills and experience:

- Driver's license in good standing and experience driving 12-15 passenger vans and/or delivery trucks
- Ability to lift up to 20 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 youth development, conservation, environmental education and nature connection
- 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 Youth Opportunities Program's **Outdoor Leadership Training** in June (June 10-14): www.outdoors.org/youth-programs/youth-opportunities-program
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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 Friday, February 21, 2020.