



GREEN TEAM PROGRAM MANAGER

Location: FSCJ Downtown Campus, Jacksonville, FL 32202

FLSA Status: FTE Salaried, Exempt

Salary Range: \$42,000 - \$48,000/year

Supervises: Youth and Summer staff

Reports to: Groundwork Jacksonville Program Manager

PROGRAM DESCRIPTION

The Green Team Youth Corps is a youth environmental stewardship and leadership program for at-home teens 13-18 years of age in Duval County. The program is split into the school year service Fellowship and the summer paid Apprenticeship. The program is intended to promote the protection and restoration of Jacksonville's critical urban ecological systems, natural resources, and public health by engaging teens in advocacy and service-learning efforts focused on the community's parks, gardens, waterways, and vacant open spaces. The goal of the Green Team Youth Corps is to prepare Jacksonville's youth for a lifetime of environmental and healthy community leadership, and to invest in our community's future and capacity to improve its physical environment.

JOB DESCRIPTION

The Green Team Program Manager is responsible for the development, execution, and evaluation of the Green Team Youth Corps. The GT Program Manager will schedule and coordinate educational outreach opportunities for the Green Team. The successful candidate for this role will maintain current partnerships and cultivate new partnerships, manage the logistics of the Green Team youth, and maintain all necessary participant records and trainings.

DUTIES AND RESPONSIBILITIES

YOUTH AND PROGRAM DEVELOPMENT

- Develop experiential curricula and programming for youth
- Provide play, learn, serve, and work opportunities for youth within GWJax's service area to include planning, coordinating, and implementing:
 - o Park or community-based conservation and/or neighborhood improvement projects
 - o Service opportunities in the Biodiversity Corridor on the S-Line
 - o Leadership opportunities within the Corps
 - o Enrichment activities that include but not limited to financial literacy, resume building, career pathway exposure, wellness, outdoor recreation, etc.
 - o Opportunities to work side by side with professionals
- Evaluate educational and leadership programming annually
- Recruit and retain hard to reach youth from GWJax's service area
- Model and incorporate emotional intelligence into all aspects of the program
- Provide mentorship, supervision and training to youth



PROGRAM MANAGEMENT

- Development and manage annual program and project budgets
- Manage all grant reporting associated with Green Team Youth Corps
- Hire and manage summer apprenticeship staff
- Regularly share Green Team success stories and achievements with funders and partners
- Send out monthly communications to families, partners, and funders
- Update the GWJax Board monthly on the Green Team
- Other duties as necessary

EDUCATION AND EXPERIENCE

The ideal candidate will be an outgoing creative leader, who is able to build relationships with youth and community partners.

- Minimum three years' relevant work experience in youth programs, mentoring, recreation and/or combination of similar organizational planning and supervising activities OR
- Bachelor's degree from an accredited college or university (preferably related to education, recreation, conservation, ecology, and/or social services)
- Demonstrated ability to plan, coordinate, and manage programs
- Previous work experience in low-moderate income community preferred
- CPR/AED and First Aid Certification required within 90 Days of employment
- Completion of Trust Based Relational Intervention training within first year
- Must pass background and driver license record check
- Must have a valid Florida driver's license

PHYSICAL AND MENTAL REQUIREMENTS:

- Ability to sit, stand and walk for long periods of time including bending and squatting
- Ability to lift up to 30 lbs.
- Ability to work safely outside in the Florida summers
- Ability to hear at a normal conversational level
- Ability to maintain high energy level when necessary
- High degree of emotional intelligence
- Ability to multi-task, manage and cultivate relationships, and have a high level of emotional maturity
- Strong communication, written, verbal, presentation, and organization skills
- Ability to be flexible and troubleshoot on the spot
- Ability to drive a vehicle to transport youth

Apply by emailing a resume and cover letter to Shanell Davis-Bryant, Program Manager, at shanell@groundworkjacksonville.org, with the Subject Green Team Program Manager.

Hiring Policy: Groundwork Jacksonville is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation/identification, or any legally protected status. City of Jacksonville residents are strongly encouraged to apply.