



POSITION DESCRIPTION

Mission: Uniting Baltimore through parks.

Parks & People has worked for more than 30 years to build public-private partnerships that sustain and improve Baltimore's parks and green spaces, with a legacy of investing in projects that revitalize green programs that allow children, youth and adults to learn, grow, and explore their natural environment. Our vision is to ensure that everyone in Baltimore is connected to nature, their community and each other through vibrant parks and green spaces.

Branches is a five-week youth employment, life skills, and environmental education summer program for youth ages 15 – 18. Branches participants explore green careers, improve public parks, build green spaces, teach elementary school-aged children, try outdoor sports/recreation, and conduct urban environmental and ecological research. Participants will also gain essential life skills for the next phase of their lives, including job-readiness skills that can be applied to any career field. Branches is an opportunity to work as part of a team, explore potential career paths, gain leadership skills, and accomplish hands-on conservation work that will have a lasting positive impact on Baltimore's communities and environment.

BRANCHES ASSISTANT TEAM LEADER (SEASONAL)

DIVISION: PROGRAMS

REV: 01/31/19

PART-TIME, NON-EXEMPT

MAJOR RESPONSIBILITY: Assistant Team Leaders are responsible for assisting a Team Leader with behavior management, project management, and curriculum delivery. In addition, Assistant Team Leaders help with program logistics and to ensure project completion. Employment is seasonal (late June through early August) and the position requires approximately 35 hours per week.

REPORTS TO: Environmental Education Manager

ESSENTIAL FUNCTIONS:

1. Assist Team Leader
 - a. Supervises youth ages 15 - 18 in all aspects of behavior management, team dynamics, and project management
 - b. Trains youth in the use of equipment and tools, policies and procedures, proper behavior on the job, and other logistical aspects of the job
 - c. Manages youth behavior and enthusiasm using positive reinforcement and communicating with clear expectations and feedback
 - d. Transports youth and follows all safety procedures as outlined in training and the program handbook
 - e. Conducts follow up work as needed to ensure all projects are completed and maintained as needed
 - f. Prepares, inspects, maintains and stores all equipment and tools
2. Project Management and Logistics
 - a. Assists with the maintenance and transport of equipment and vehicles
 - b. Collects and submits paperwork as requested by the supervisor

c. Ensures that equipment is properly stored at the end of the day

QUALIFICATIONS:

Requirements

- High school diploma
- 18+ years of age
- Valid driver's license and good driving record
- Able to work week day hours 8am-3pm during the summer unless otherwise directed
- Good verbal and written communication skills
- Familiarity with OSHA safety regulations
- Ability to lead team and model appropriate behavior among colleagues and in the community
- Positive people skills and ability to lead team using positive behavior management techniques
- Communicates clear expectations and provides regular feedback to Team Members
- Ability to diffuse conflict
- Excellent time-management skills and ability to carry out multiple tasks simultaneously
- Works well in challenging conditions and with a diverse population

Preferences

- Experience working with adolescents
- Knowledge of environmental education and youth development