



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 TEAM LEADER (SEASONAL)

DIVISION: PROGRAMS

REV: 01/29/18

PART-TIME, NON-EXEMPT

MAJOR RESPONSIBILITY: Team Leaders are responsible for leading a team of 5 – 10 youth in all aspects of supervision, behavior management, project management, and curriculum delivery. In addition, Team Leaders assist with program logistics and reporting. 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. Team Leader
 - a. Supervises youth of 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. Collects and submits attendance and assessment data regularly
 - e. Completes and submits incident reports as needed
 - f. Transports youth and follows all safety procedures as outlined in training and the program handbook
 - g. Delivers life skills, job skills, and project-based lessons to small and large groups in collaboration with fellow staff
 - h. Conducts follow up work as needed to ensure all projects are completed and maintained as needed
 - i. Prepares, inspects, maintains and stores all equipment and tools

- j. Oversees activities of the Assistant Team Leader
2. Project Management and Logistics
 - a. Assists with the maintenance and transport of equipment and vehicles
 - b. Collects and submits paperwork as requested by program Coordinator
 - c. Ensures that equipment is properly stored at the end of the day

QUALIFICATIONS:

Requirements

- High school diploma
- 21+ years of age
- Valid driver's license and good driving record
- Able to work week day hours 8:30am-3:30pm during the summer unless otherwise directed
- Experience working with adolescents
- Good verbal and written communication skills and proficiency in computer systems
- 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 program participants
- 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
- Able to accommodate periodic weekend work

Preferences

- College degree
- Teaching experience (secondary level)
- Knowledge of environmental education and youth development