



## 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 summer employment program for youth ages 15 – 19. Branches participants explore green careers, improve public parks, build green spaces, teach elementary school-aged children, try outdoor sports/recreation, and conduct environmental science. 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.

### **YOUTH DEVELOPMENT & ENVIRONMENT ASSISTANT (SEASONAL)**

**DIVISION: PROGRAMS**

**REV: 02/20/20**

**PART-TIME, NON-EXEMPT**

**MAJOR RESPONSIBILITY:** The Youth Development & Environment Assistant is responsible for assisting a Youth Development & Environment Instructor with supervision of program participants, program logistics, and maintaining a safe work environment for participating youth during five-weeks of summer employment.

**REPORTS TO:** Environmental Education Manager

**ESSENTIAL FUNCTIONS:**

1. Assist Youth Development & Environment Instructor
  - a. Supervises youth ages 15 - 19 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*

- Available to attend training Monday, June 22 – Friday, June 26, 2020, 9am – 4pm (training dates are subject to change)
- Available to attend entirety of program Monday through Friday, June 29– July 31, 2020, 9pm – 4pm
- Complete a background investigation (cost incurred by Parks & People)
- Prior work experience with youth
- High school diploma or equivalent
- 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 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

#### *Preferences*

- A driver's license valid in the State of Maryland, a good driving record
- Knowledge of environmental education and youth development
- Possession of current certification in CPR for adult/child and First Aid
- Education or experience in the field of education, recreation, social sciences, or natural resources