



Groundwork SOMERVILLE

*Changing Places.
Changing Lives.*

Position: Green Team Coordinator

Location: Somerville, MA

The Green Team Coordinator position is a full-time, year-round position. Frequent evenings and weekends required. Benefits available. Compensation commensurate with experience.

Groundwork Somerville Mission Statement

Groundwork Somerville (GWS) strives to bring about the sustained regeneration, improvement and management of the physical environment through the development of community-based partnerships which empower people, businesses and organizations to promote environmental, economic and social well-being. You can also find more information about our organization and programs on our website at www.groundworksomerville.org.

Groundwork Somerville is a community-based organization designed to serve as a catalyst for reuse of former Brownfield sites and for community revitalization in Somerville. The organization is an affiliate of Groundwork USA, a network of organizations created by the National Park Service and modeled after the successful network of 43 Groundwork organizations in the United Kingdom. Groundwork Somerville is one of a small number of organizations nationwide that have received planning and startup grants of \$100,000 from the National Park Service and the U.S. Environmental Protection Agency. Groundwork Somerville has just celebrated its 10th birthday!

Green Team Coordinator Position

Groundwork Somerville is currently seeking a Green Team Coordinator. The Green Team is a year-round, environmental job training program for high school youth. Through hands-on projects and education, teens involved in the Green Team practice environmental stewardship in their community. Green Team projects span a wide array of community-based environmental change strategies. The youth involved in the program learn about the importance of green space in promoting community health through assessing parks and playgrounds in Somerville and presenting these recommendations to city officials. They learn about urban agriculture and food security issues through regular nutrition education and through selling produce from GWS' schoolyard gardens at the Union Square Farmers' Market. Green Teamers engage even further with their work as environmental change-makers by educating community members about issues as diverse as energy efficiency, community health, urban forestry, local food, composting, and environmental justice. And as participants in a fully bike-powered youth program, teens enthusiastically promote transportation equity issues and the health benefits of active transit!

Given the diversity of projects that the Green Team tackles every year, the Coordinator position requires a passion for approaching green job training from a variety of directions. The Green Team operates as a single team of 8-10 youth during the school year (Sept.-May), working about 10hr/wk. During the summer (June-Aug.), the program expands to three teams with 6-8 youth each, working 20hr/wk. The Green Team Coordinator will serve as direct educator to the high school program during the school year and as overall supervisor for the expanded program staff in the summer. The responsibilities below illustrate how the position changes over the seasons.

Responsibilities:

School year (September-May) responsibilities include:

- ⚙ Engage directly with Green Team participants in educational and project-based learning
- ⚙ Multi-task effectively in order to manage 2-3 grant-funded projects at a time and within budget
- ⚙ Manage Assistant Green Team Supervisor, providing meaningful opportunities for additional responsibility, and supporting their ongoing leadership development
- ⚙ Actively engage youth in leadership, life skill, and career development

- ⊗ Participate in community-based advisory committees related to food access, youth opportunities, and environmental justice
- ⊗ Work with SoilCycle Program Manager and volunteers to procure and maintain youth bike fleet and bike lending for program participants
- ⊗ Coordinate all stewardship and educational events including at least one overnight trip
- ⊗ Collaborate with community partners to involve youth in regular community service, civic engagement, educational activities, and special events
- ⊗ Participate in personal leadership development opportunities as applicable
- ⊗ Devote time to summer program planning, fund-seeking, and staff recruitment
- ⊗ Prepare and plan for collaborative booth at the Union Square Farmers' Market
- ⊗ Carefully document and evaluate all program activities to promote replicability and ongoing improvement

Summer (June-August) responsibilities include:

- ⊗ Oversee adult staff and youth for all three summer teams, ensuring effective program delivery and attainment of articulated goals
- ⊗ Coordinate all administrative details including program and community service schedules
- ⊗ Coordinate Green Team events and field trips including a 2-3 day overnight camping trip
- ⊗ Manage all Green Team adult staff (up to 6 individuals), providing meaningful opportunities for additional responsibility, and supporting their ongoing leadership development
- ⊗ Manage collaborative “ultra-LOCAL” booth at Union Square Farmers' Market
- ⊗ Coordinate with Gardens Program Coordinator to harvest produce from 8 schoolyard gardens
- ⊗ Work with SoilCycle Program Manager to procure and maintain bike fleet and bike lending for participants
- ⊗ Carefully document and evaluate all program activities (including farmers' markets) to promote replicability and ongoing improvement

General organizational responsibilities (year-round) include:

- ⊗ Contribute to the general operations of the GWS office
- ⊗ Assist in the execution of fundraising and outreach events
- ⊗ Participate in engaging the Board of Directors
- ⊗ Support Executive Director and other Program Coordinators as needed

Required qualifications:

Applicants will be considered for this position *only* if they meet the minimum experience and education qualifications:

- High School Diploma or G.E.D. with 5 or more years of relevant youth experience
- OR Bachelor's Degree with 2 or more years of relevant youth experience

In addition, a successful applicant will have the following skills:

- 1) Leadership and Youth Development Skills
 - ⊗ Minimum of 2 years work or volunteer experience teaching/working with urban youth
 - ⊗ Ability to lead a team of both at-risk and mainstream youth
 - ⊗ Demonstrated ability and comfort in facilitating youth in developing leadership and life skills
- 2) Group Coordination Skills
 - ⊗ Strong communication skills – especially knowledge of effective communication strategies for teens
 - ⊗ Ability to engage with and build relationships among youth participants
 - ⊗ Facility in on-the-spot problem solving and conflict resolution
 - ⊗ Ability and comfort with biking and being active/on-feet every day
- 3) Environmental Education Skills
 - ⊗ Minimum of 1 year work or volunteer experience in environmental education
 - ⊗ Strong knowledgebase in environmental issues
 - ⊗ Commitment to community-building around environmental issues
 - ⊗ Willingness to bike between job sites and lead teens in practicing safe biking procedures in urban environments
 - ⊗ Experience and comfort working and recreating outdoors
 - ⊗ Experience camping in groups, specifically working with youth in the outdoors

- Desire and ability to take an outdoor adventure leadership training
- 4) Administrative Skills
- ⚙ Strong, professional, and teamwork-minded written and oral communication skills
 - ⚙ Comfort with Microsoft Office Suite
 - ⚙ Knowledge of and/or willingness to learn Google technologies (Documents, Maps, Calendars)
 - ⚙ Strong organizational skills
 - ⚙ Capacity to work within time constraints, consistently on time
 - ⚙ Initiative and resourcefulness
 - ⚙ Ability to work well in a group and independently

Additional desired qualifications:

- ⚙ Knowledge of the Somerville, MA and/or the Greater Boston Area
- ⚙ Second language proficiency
- ⚙ Interest and/or experience in writing grant proposals, press releases, reports, blogs, etc.
- ⚙ Experience driving a 15-passenger van

Application Procedure

To apply, please send resume and cover letter to maura@groundworksomerville.org or mail to Groundwork Somerville, 21 Properzi Way, Suite O, Somerville, MA 02143 (Attn: Youth Employment Coordinator). No phone calls please.

Submission of applications by Friday, December 3rd is highly encouraged. Position open until filled.