



Youth Programs Manager

Groundwork Hudson Valley is a 501c3 non-profit organization committed to “changing places and changing lives” in the lower Hudson Valley. Our mission is to create sustainable environmental change in urban neighborhoods through community-based partnerships that promote equity, youth leadership, and economic opportunity. Program areas include climate resilience, sustainability education, and youth leadership development. Groundwork partners with neighborhood residents, private and non-profit partners, local businesses and government officials to identify environmental improvements that will advance equitable, healthy, vibrant communities and empower the next generation of community leaders. Groundwork Hudson Valley’s nationally acclaimed youth program, the Green Team, encourages outdoor activity, environmental stewardship, youth leadership, and neighborhood restoration.

Job Summary

The Youth Programs Manager is a full time position responsible for working with staff, partner organizations, and sub-contractors to coordinate all aspects of Groundwork’s youth programs. Our programs focus on developing leadership skills, fostering group dynamics, and nurturing a variety of environmental skillsets to cultivate the community leaders of tomorrow. The Youth Programs Manager will also be responsible for connecting youth and stewardship activities to other Groundwork programs, including Climate Resilience and Sustainability Education. In this capacity, the Youth Programs Manager will work closely with all Groundwork staff. The Youth Programs Manager will also work closely with the Executive Director to grow our existing programs, including the development and oversight of a new alumni relations initiative, and a new workforce development project with young adults to address climate adaptation and mitigation.

Responsibilities

- Day-to-day oversight of all Youth Program activities including, but not limited to, scheduling, budgeting, project delivery and evaluation;
- Overseeing and managing the Youth Programs Associate and seasonal Youth Leaders;
- Creating and maintaining positive relationships with donors and other partner organizations such as Groundwork USA, the National Park Service, Yonkers Public Schools, the US Fish & Wildlife Service, and others;
- Overseeing the recruitment, hiring and supervision of the 30+ high school-aged Green Team members;
- Visiting schools for facilitation of student recruitment;
- Conducting youth program orientation and training sessions;
- Representing Groundwork Hudson Valley at key community events, leading activities to engage public audiences and empowering youth to take a leadership role in the organization of these activities;
- Planning and executing special events related to student recognition and training;
- Assisting with grant writing and reporting to funders and public agencies;

- Working with communication and fundraising outreach efforts to highlight the Youth Program;
- Overseeing youth program logistics;
- Managing fieldwork and conservation projects;
- Ensuring safety measures and compliance with youth labor laws and other human resources requirements;
- Working Saturdays in the spring and fall, occasional evenings, and overnights on camping trips, as needed;
- Traveling with Green Team members to and from local work site locations as well as remote work site locations, as needed;
- Developing and overseeing the youth alumni network;
- Developing and overseeing a workforce development project with young adults to address climate adaptation and mitigation;
- Other responsibilities as required.

Qualifications

- Bachelor's degree and 6 to 10 years relevant staff and program management experience in the field of positive youth development, preferably in an outdoor setting;
- Experience working with youth from diverse backgrounds and cultures;
- Self-confident, professional, good sense of humor, willingness to learn, and to be held accountable;
- Excellent interpersonal and management skills;
- Demonstrated ability to work collaboratively with colleagues;
- A self-starter who works well independently, while also able to accept supervision;
- Ability to balance competing priorities and deadlines and handle multiple tasks;
- Demonstrated outstanding organizational skills with the ability to meet deadlines on time;
- Proven project management skills;
- Strong oral and written communication skills;
- Willingness to help develop others' skills including the Youth Program Associate and seasonal Youth Leaders;
- Must be flexible: able to adjust and modify plans in response to organizational priorities;
- Willingness to travel, especially during spring/summer;
- Ability to communicate in Spanish is preferred;
- Proficiency in Microsoft Word, Excel and PowerPoint;
- A valid driver's license and a clean driving record, with experience driving 12 to 15 passenger vans a plus;
- First Aid/CPR certification a plus;
- Knowledge of Yonkers communities a plus;
- Has a passion for the guiding values and mission of Groundwork, including a commitment to environmental equity and justice;

Compensation

The salary range for this position is \$60,000 to \$65,000. Groundwork offers a generous benefits package for employees, including participation in our health insurance plan, 11 paid holidays per year, 15 paid vacation days per year, 7 paid sick days per year, and additional paid comp-time at the discretion of the Executive Director. We also offer a Simple IRA and access to TransitChek pretax transportation benefits.

How to Apply

Send a thoughtful cover letter and resume that speaks to how your experience and skill-set meet the qualifications for this position to info@groundworkhv.org, with subject header *Youth Programs Manager*.

Groundwork Hudson Valley is an Equal Employment Opportunity (EEO) employer and does not discriminate in any employer/employee relations based on race, color, religion, sex, sexual orientation, gender identity and expression, national origin, age, marital status, disability, veteran status, genetic information or any other basis protected by applicable discrimination laws. **City of Yonkers residents are strongly encouraged to apply.**