Green Team Crew Leader Position  
(Full-Time, Seasonal)

Who We Are
Groundwork Jacksonville’s (GWJax) mission and operations are premised on the understanding that environmental conditions are inextricably linked to the economic and social health of a neighborhood. As a result, GWJax is committed to “changing places and changing lives” through on-the-ground projects that help to transform local communities.

What You Will Do
GWJax is seeking individuals with experience in youth development to be responsible for the daily management and supervision of our Green Team Summer 2020 youth apprentices. The Green Team summer apprenticeship program is a 9-week educational, stipend-paid, leadership and conservation opportunity for 22 high school students in Jacksonville, Florida’s urban core. Learning themes include green infrastructure, environmentalism, public art, stewardship, and community engagement. One crew leader is paired with a group of 10-11 Green Team youth apprentices.

Along with a variety of hands-on neighborhood projects, each crew will spend time working in the City of Jacksonville parks and National Park Service units within Jacksonville. For more information about the Green Team please visit http://bit.ly/GreenTeamAbout.

What We Seek
We hold high expectations for our youth apprentices. To reach their full potential, we require our Crew Leaders to be strong role models. Ideal candidates will possess enthusiasm for working with youth, a commitment to GWJax’s mission, a strong work ethic, and a desire to work outdoors.

While our organization is deeply committed to activating green space and stewardship through litter cleanups, green infrastructure, habitat restoration, and urban restoration projects, we do not require Crew Leader candidates to be well-versed in these fields. We seek candidates who are open to learning and upholding the GWJax mission.

Crew Leader Responsibilities
- Manage Green Team youth and Youth Engagement Coordinators under the guidance and supervision of the Program Manager;
- Provide leadership and mentorship to Green Team and Youth Engagement Coordinators;
- Facilitate and lead the training of Green Team youth;
- Maintain a safe work environment;
- Provide regular feedback on Green Team and Youth Engagement Coordinators' behavior and work performance;
- Convey important logistical information (daily meeting times and locations) to Green Team, their families, and Coordinators;
- Purchase program supplies on a weekly basis on a budget provided by the Program Manager;
- Supervise and facilitate day-to-day operations such as tool inventory, daily lunch making, etc.;
- Coordinate and manage logistics for field trips, guest speakers, projects, activities with other partner organizations/youth groups;
- Capture the Green Team experience, projects, and activities via photo and video;
- Assist with weekly social media content creation related to the Green Team summer apprenticeship experience;
- Manage Green Team youth attendance sign-in sheets and record keeping;
● Attend weekly staff meeting with Program Manager, Crew Leader, and Coordinators;
● Transport Green Team and Coordinators, via bicycle and van for field trip purposes;
● Take part in paid training sessions to learn about GWJax, day-to-day protocol, youth leadership and facilitation, and become familiar with the summer schedule;
● Potential opportunity to attend a week-long, all-expenses-paid National Park experience with up to four Green Team youth.

**General Hours**
The general hours of Green Team summer apprenticeship programming are three to four days a week from 6:30 am - 3:30 pm, with a .5 hour lunch break. Crew Leaders will work Monday-Friday and some Saturdays. On the days when Crew Leaders are not with apprentices, they will work remotely.

**Qualifications**
- Experience in youth development;
- High school diploma or GED equivalent required;
- High School Teaching Certification, optional;
- Be at least 26 years of age;
- Be a citizen of the United States;
- Must possess a valid Florida driver’s license;
- Be in good physical condition;
- Reliable transportation to get to work and conduct weekly supply runs;
- The desire to do hard work in the outdoors, including hands-on projects and outdoor recreation activities;
- Strong communication skills;
- Basic computer skills, i.e. Word and Excel;
- Basic understanding of how to use Google Docs, Facebook and Instagram;
- A current email address that is checked at least once a day;
- Strong organization skills and ability to balance competing priorities and deadlines;
- Ability to work effectively independently and as part of a team;
- Experience or desire to work in multicultural settings;
- Pass a Level Two background check;
- Current CPR & First Aid certification (training provided as needed prior to the start date).

**Compensation:** $14.00 - $16.00/hr. dependent upon experience

**Employment Dates:** Approximately May 27, 2020 - August 4, 2020; 32-40 hrs/wk

**To Apply:**
1. Please submit a resume detailing your experience working with youth between the ages of 13-18.
2. Please submit a cover letter, by email, describing “**Why youth development in the urban core and the environment are meaningful to you**”.

Resume and cover letter should be emailed to Groundwork Jacksonville at groundworkjacksonville@gmail.com, with the subject line “2020 Crew Leader - <<Your Name>>”.

*Accepting applications until a successful candidate is found.*

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**Hiring Policy:** Groundwork Jacksonville is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation/identification, or any legally protected status. City of Jacksonville residents are strongly encouraged to apply.