Youth Engagement Coordinator
(Unpaid Internship; Summer)

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 college students with experience or interest in youth development and environmental education to assist with 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.

Learning themes include green infrastructure, environmentalism, public art, stewardship, and community engagement. Along with a variety of hands-on neighborhood projects, the two crews will spend time working in 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. To reach their full potential, we require our Youth Engagement Coordinators 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 candidates to be well-versed in these fields. We seek candidates who are open to learning and upholding the GWJax mission.

Youth Engagement Intern Responsibilities
● Commit at least 25 hours per week
● Support the management of the Green Team youth under the guidance and supervision of a Green Team Crew Leader;
● Provide leadership and mentorship to Green Team youth;
● Support the Crew Leaders and guest instructors in facilitating and leading workshops and trainings;
● Maintain a safe work environment at all times;
● Provide regular feedback on Green Team youth behavior and work performance;
● Convey important logistical information (daily meeting times and locations) to Green Team youth and families;
● Supervise and facilitate day-to-day operations such as tool inventory, daily lunch making, etc.;
● Support the coordination and logistics of field trips, guest speakers, projects, activities with other partner organizations/youth groups;
● Capture Green Team youth experience, projects, and activities via photo and video;
● Assist with weekly social media content creation related to the Green Team summer apprenticeship experience;
● Co-manage Green Team youth attendance sign-in sheets and record keeping;
● Attend weekly staff meeting with Crew Leaders and Program Manager;
● Lead Green Team apprentices safely, by bicycle, to work sites;
● Take part in 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 days a week from 6:30 am - 3:30 pm with a .5 hour lunch break. Coordinators are not required to attend Saturday excursions. **Coordinators are required to commit at least 25 hours per week.**

Qualifications
● Experience or interest in youth development;
● At least a sophomore at an accredited college or university;
● Be at least 21 years of age;
● Be able to safely ride a bicycle;
● Be in good physical condition;
● Reliable transportation to work;
● 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: None

**Internship Dates:** Approximately May 27, 2020 - August 2, 2020; 25 hrs/wk; Training in April 2020

**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 Subject - **Youth Engagement Coordinator 2020.**

*Accepting application until a successful candidate is found.*

**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.