



**Job Title: YouthGROW Coordinator**

**Location: Worcester, MA**

**Compensation:** \$48,000-\$56,000 DOE, and a benefits package that includes health, dental, & vision insurance, 403(b) retirement plan, 13 paid holidays, 2 weeks' vacation, 3 personal days, 12 sick days, and professional development and skills-building opportunities

**Supervision:** The YouthGROW Coordinator reports to the REC's Director of Programs

**Application Deadline:** 1/26/24

**Hours:** 40 hours/week occasional nights and weekends required

**ABOUT US**

The Regional Environmental Council (REC) is a 501c3 non-profit food justice organization that has been working for environmental sustainability and social justice in Worcester since 1972. Our mission is to bring people together to create a just food system and to build healthy, sustainable, and equitable communities in Worcester, MA and beyond. Our programs include Community and Mobile Farmers Markets, our youth employment urban agriculture program (YouthGROW), and our Community and School Gardens Network (UGROW).

Established in 2003, YouthGROW (Youth Growing Organics in Worcester,) is a year-round summer and afterschool urban agriculture-focused youth development and employment program for low-income teens. YouthGROW employs 40 high school-age teens (ages 14-18) who gain leadership and jobs skills as they maintain three urban organic farms. YouthGROW fosters youth leadership in Worcester's most food insecure communities, uses youth employment to build educational models that improve the local food system, and advocates for creative youth employment and youth development opportunities in Worcester's lowest income neighborhoods. The program uses a consensus-based youth leadership model that builds youth leadership and participation into program development and decision-making.

**JOB SUMMARY**

The REC is seeking a full time (40+ hr/week) Coordinator to manage the operational and strategic aspects of the REC's YouthGROW Program. The Coordinator is responsible for planning and managing all aspects of the program, including but not limited to: curriculum development, youth training, staff and youth hiring, management & supervision, problem solving, and case management. The Coordinator will serve as direct supervisor for program staff and volunteers, including 4-6 summer interns, 2-3 seasonal youth workers, one full time Commonwealth Corps service member, and youth participants. The YouthGROW Coordinator will work closely with our full-time Farm Coordinator. The Coordinator is also responsible for, in collaboration with the Director of Programs, managing relationships with partner agencies, funders, youth development agencies, social service agencies, and other community partners and stakeholders, and is responsible for tracking and timely reporting of all program outcome data for program evaluation purposes.



## **ESSENTIAL RESPONSIBILITIES**

- Coordinate year round programming including 6 week “Summer Intensive” and 10 week fall and spring after school sessions.
- Drawing on our existing resources, the YouthGROW Coordinator will have primary responsibility for creating and implementing creative and responsive training materials for youth and adult staff with a focus on leadership development, first job skills, and self efficacy. They will work in partnership with the Farm Coordinator to plan and implement agricultural training and education components.
- Organize and coordinate monthly community building retreats September-May
- Track quality and frequency of youth participation and manage all program outcome data tracking and evaluation requirements
- Recruit, train, supervise, and provide individual case management and mentorship for 40 teen participants from age 14 through high school graduation
- Manage hiring processes, training, and paperwork for youth summer employment
- Hire and supervise seasonal staff, interns, and youth
- Manage 2 summer program sites, including logistics (food, transportation, materials scheduling, etc.)
- Manage payroll for 40+ staff during the summer months and 20+ staff during the school year
- Attend and supervise overnight youth retreats and conferences
- Represent YouthGROW program in local and statewide coalitions and cultivate new partnerships with youth-serving organizations
- Represent YouthGROW in youth job advocacy/education groups and engage youth in promoting progressive public policies around this issue

## **MARGINAL RESPONSIBILITIES**

- Support grant writing for program specific funding opportunities in collaboration with Management & Development staff

## **WORK ENVIRONMENT & HOURS**

The YouthGROW Coordinator role, like many of our program roles, mirrors the New England growing season, with our busiest time being the summer months of July and August, when our 6 week Summer Intensive is in session. During the academic year, this role can work up to two days per week remotely, with a minimum two days a week availability through 6 PM for afterschool programming. Youth programming is predominantly outdoors and involves hands-on farm work. Comfort working outdoors in all weather conditions and getting hands on with our youth for farm work is a must!



## **REQUIRED QUALIFICATIONS**

- Minimum two years professional experience working with high school aged youth
- Supervision/management experience for youth or adults
- Must have a valid driver's license with a clean driving record and regular access to a reliable vehicle
- Comfort with online collaboration tools, e.g., shared calendars, email, shared folders/files (Dropbox, Google Drive, Google Apps)
- Previous experience working with people with diverse racial, ethnic, cultural, and socioeconomic backgrounds
- Interest in and commitment to social justice/food justice/environmental justice

## **DESIRED SKILLS AND EXPERIENCES**

- Self-motivated, detail oriented, highly organized and reliable
- Ability to manage multiple tasks with competing deadlines
- Farming/urban gardening experience Volunteer management experience
- Familiarity/experience with the Worcester community, particularly the Bell Hill and Main South neighborhoods
- Excellent people and communication skills, both written and verbal
- Previous experience working with people with diverse racial, ethnic, cultural, and socioeconomic backgrounds
- Spanish language ability

## **HOW TO APPLY?**

Email resume and cover letter to [jobs@recworchester.org](mailto:jobs@recworchester.org). We are accepting resumes and cover letters until the position is filled, however, the first round will close on 1/26/24. Selected candidates will participate in at least two interviews with the committee, submit a writing sample, and be expected to participate in a site visit with REC youth and adult staff.

**EQUITY STATEMENT**The REC is an equal opportunity employer committed to an inclusive workplace and actively seeks a diverse pool of candidates. People of color are strongly encouraged to apply. The REC does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran or military status. The REC is committed to building a team that represents diverse cultures, perspectives, skills, and experiences in order for our employees, our programs, and our community to thrive.

Studies have shown that women, trans people, non-binary people, and BIPOC are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in the job description. We encourage candidates to apply, even if they don't believe they tick all the boxes.