POSITION ANNOUNCEMENT
Title Assistant Crew Leader, Forest Preserve Experience Program
Reports to: Program Manager
Open until filled | Start Date: June 15
Salary: $13 per hour
30 hours paid training June 15 thru June 19
25 hours per week (part time) June 22 thru July 24

Organization:
Mission: We unite people to protect, promote, and care for the forest preserves in Cook County.

Our community advocates for the responsible management of the nearly 70,000 acres of forest preserves in Cook County through advocacy, engagement, and stewardship of the land. Some of the best natural areas in Illinois are right here in Cook County, right outside your urban backdoor. Join our team and help us ensure they are here for the next 100 years.

Friends is an organization that gets things done with our members, volunteers, staff, board, and partners. We believe in work-life balance and are here for the marathon, not the sprint (not that we don’t sprint on a regular basis).

Operating Budget: $3,200,000

Summary: Friends of the Forest Preserves seeks Assistant Crew Leaders for our Forest Preserve Experience program.

Responsibilities:
- Assist with leading crew of approximately 14 high school youth (ages 14-19) in five-week summer program focused on work, education, and training
- Assist crew leaders with leading variety of hands-on ecological conservation and restoration projects (such as invasive species removal and litter pick-up) in forest preserves in Cook County
- Assist with educating crew in local ecological concepts and environmental education
- Assist crew leaders with tracking attendance and encouraging appropriate crew member engagement and behavior
- Plan and lead team building exercises and games
- Demonstrate safe tool usage and teach basic invasive plant identification to crew members and ensure safety procedures are followed.

Required Qualifications:
- 18 - 20 years old
- Ability to meet at forest preserve locations in south or west suburbs of Cook County
• Must be able to attend a mandatory training June 15 thru 19 in addition to the entire length of program
• Experience working with diverse groups of youth and strong interest in working with and mentoring youth
• Ability to maintain safe, productive, and enjoyable work environment
• Current Basic First Aid and Adult CPR certifications or ability to obtain before training start date
• Current Illinois Alternative Herbicide license – FOTFP will help facilitate training and testing opportunities for this license but a license should be acquired before program start date
• Ability to lift and move heavy objects (50 lbs.) and work outside in inclement weather and extreme temperatures.

Dates of Service:
Local Program Training: June 15 thru 19, 2020 from 8 a.m. to 4 p.m.
Program Dates: June 22 thru July 24, 2020 (5 days a week for 5 weeks)
Special Program Event: July 30, 2020
Assistant Crew Leaders work 7:30 a.m. to 12:30 p.m., Monday thru Friday

Salary:
$13 per hour; 25 hours/week (part-time)
Paid training: 8 a.m. thru 4 p.m., June 15 thru June 19 (30 hours)

For more information and to apply: Please NO calls, faxes, office visits, or emails (other than emails presenting resume and cover letter). Send cover letter, resume, and two references to: Melissa Agarwal, Program Manager at Melissa@fotfp.org.

FOR HIGHEST CONSIDERATION PLEASE APPLY BY April 1, 2020.
Positions will be filled on a rolling basis.

Women, minorities, and seniors are strongly encouraged to apply. Friends of the Forest Preserves is an equal opportunity employer that considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or sexual orientation (in addition to observing all legal protection of special status). Friends is an equal opportunity employer promoting diversity in the environmental community.