POSITION ANNOUNCEMENT
Beaubien Woods Youth Corps Crew Leader
Reports to Program Manager
Open until filled | Start Date: May 4, 2020
Salary: $18 per hour
8 hours per week (part-time) - May 4 thru June 12, Aug 3 thru 7, 2020
35 hours per week (full time) – June 15 thru Aug 1, 2020
7:30 am to 2:30 pm, Monday-Friday and some Saturdays
Hours may vary on occasion

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 and 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.

Operating Budget: $3,200,000

Summary: The Crew Leader will lead the management, implementation, and reporting of the Beaubien Woods Youth Corps.

Duties:
● Develop, oversee, and manage summer high school program that engages 10 youth in outdoor environmental education and job education and training for 10 weeks.
● Responsible for the daily needs of running the program, transportation coordination, transporting equipment, various administrative tasks, and more.
● Plan, coordinate with partners, and ensure smooth execution of environmental education and experience days.
● Facilitate a provided environmental education curriculum.
● Lead a variety of hands-on environmental enrichment activities on-site at different forest preserves in Cook County.
● Engage teens, promote team-building, and lead by conducting appropriate games and activities.
● Responsible for the procurement of supplies and equipment.
● Evaluate and document crew attendance, work activities and performance through compiling weekly work log data, taking and uploading crew photos, and conducting youth assessments.
● Responsible for metric reporting at the conclusion of the program.

Qualifications:
● 21 years or older
● Valid driver’s license for more than three years and clean driving record
● Experience teaching in a classroom and/or field setting
● Working knowledge of spreadsheet, word processing, and digital calendar software
● Ability to meet at forest preserves in Calumet region
● Experience working with and mentoring diverse youth in the Riverdale community
● Ability to maintain safe, productive, and enjoyable work environment
● Outdoor skills, plant identification skills, and knowledge of Midwestern ecology preferred but not required.
● Ability to effectively communicate to large audiences
● First Aid and CPR certifications or ability to acquire before program start, facilitated by Friends if needed
● Ability to lift and move heavy objects (50 pounds) and to work outside in inclement weather and extreme temperatures
● Flexibility in work hours and some weekend hours are required

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, melissa@fotfp.org.

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.