Position Overview

Washington Youth Garden is hiring a Green Ambassador Program (GAP) Coordinator. The GAP Coordinator’s primary responsibility is providing mentorship and hands-on guidance to 15 teenage youth enrolled in the Green Ambassador internship program. The GAP Coordinator will engage youth (14-18 years old) in gardening, cooking and carpentry projects; coordinate field trips; and support daily logistical needs to ensure a successful 6 week program.

This position will work a Monday-Friday schedule, 40 hours per week, with 28 of those hours being direct program facilitation, and the remaining time devoted to planning and debriefing. The training and orientation period for the GAP Coordinator begins one and a half weeks before the program starts (June 12 - 21). The position ends three days after the end of the program to leave time for wrap up and evaluation (August 5 - 7).

The GAP Coordinator works directly with the Garden Manager to facilitate the Green Ambassador Program, but will collaborate with Crew Leaders and full-time program staff including the Education Manager, Program Coordinator, Program Director, as well as Arboretum staff, and volunteers.

Responsibilities

The GAP Coordinator position is great for someone with prior experience working with high school students, especially youth of color from under-resourced neighborhoods and schools. The applicant should have an understanding of youth development concepts and practices. Gardening/farming, cooking, and carpentry skills are also beneficial in order to lead groups of teens in projects of this nature.

Green Ambassadors Coordinator responsibilities include:

- Collaborate with Garden Manager to coordinate logistics, including organizing paperwork and payroll, driving a 15- passenger van and/ or pickup truck, and coordinating with partner organizations;
- Facilitate program orientation for youth and provide daily supervision;
- Track Green Ambassador commitment to program standards of conduct;
- Provide formal and informal feedback to Green Ambassadors throughout the program;
- Demonstrate the communication skills, attitude, and work ethic we encourage in Green Ambassadors;
Deliver workshops and facilitate informal learning throughout the 6-week program;
Complete program assessment and data collection of program participants;
Assist with program evaluation and documentation;
other tasks as needed to ensure safety, continuity and meaningful learning for high school interns.

Qualifications

Applicants must have completed an undergraduate degree in Education, Youth Development, Social Work, Social Justice, Agriculture, or have comparable experience. Applicants must have formal or informal experience working with youth aged 14-18, ideally youth of color from low-income communities. Gardening knowledge, carpentry, and cooking experience are preferred. Also valued are effective communication and organizational skills, creativity and art skills, and comfort in public speaking. Applicants must be able to work outdoors in various weather conditions and able to lift 30 lbs.

- Must be able to work entire season, June 12 - August 7
- Must have a driver’s license and be willing to drive a 15 passenger van with passengers and have a clean driving record.
- First Aid/CPR certification, or willingness to obtain as needed
- Spanish as a second language is not necessary but preferred
- Background check required

Schedule & Compensation

This is a seasonal position at 40 hours per week, Monday - Friday, 8 am – 4pm, June 12th-August 7th. The GAP Coordinator is paid hourly, $18- $20/hr depending on experience. Pay is subject to FICA and income taxes. Accrued time-off and holiday pay are offered. This is a seasonal position and does not offer health insurance benefits or retirement benefits.

Brief Description of Organization

Founded in 1971, Washington Youth Garden provides unique environmental science and nutrition education programming for youth and families. WYG nurtures curious minds and healthy bodies by connecting youth to food, the land, and each other.

Washington Youth Garden manages a one-acre organic demonstration garden on the grounds of the U.S. National Arboretum (USNA), in addition to five active school gardens. Through these outdoor classrooms, WYG offers year-round gardening and nutrition education through four programs: SPROUT, Green Ambassadors Program, Garden Science (School Partnership Program), and Family Garden Days. For more information about our programs, please see www.washingtonyouthgarden.org/wygprograms.

Washington Youth Garden (WYG) is a program of the Friends of the National Arboretum (FONA), a non-profit organization located on the grounds of the U.S. National Arboretum, 3501
New York Avenue NE, Washington, D.C. FONA is a 501(c)3 dedicated to enhancing, through private and public sector resources, support for educational, outreach and research programs that advance the mission of the U.S. National Arboretum.

**How to Apply**

Please send your resume, cover letter, and 2-3 references to Jake Dacks at jobs@fona.org by Friday March 15, 2019. Write “Green Ambassador Coordinator” in the subject line.

Applications may also be mailed but must be received by Friday March 15, 2019:

Jake Dacks  
Washington Youth Garden  
3501 New York Ave. NE  
Washington, DC 20002

This position will be subject to a background check.

*Friends of the National Arboretum is an equal opportunity employer. We believe participation across a broad-spectrum of human experiences and backgrounds is necessary. We value different skills, identities, education levels, and generations on our team, and are committed to creating a just and inclusive environment for all.*