



AmeriCorps Position: Youth Development Coordinator, Seattle Youth Garden Works

**Growing Roots AmeriCorps Team
Program of Seattle Youth Garden Works and Washington Service Corps**

AmeriCorps*State

September 1, 2007 – July 15, 2008

General Summary: Work with Urban Farm and Youth Development Manager (UFYD Manager) to develop and maintain an effective empowerment, employment, and educational opportunity for homeless and underserved young people 14-21 years old. Primary task is to work the youth crew, volunteers, and other SYGW staff in the garden and at the farmer's market. Primary jobs include coordinating the youth garden crew and finding resources and opportunities for youth graduating from our program.

Responsibilities:

- Recruit, interview, and hire youth for the program.
- Coordinate youth attendance and payroll systems.
- Establish and maintain communication with case managers, parents, parole officers, and counselors.
- Attend community meetings.
- Build positive relationships with the youth crew and make service referrals as needed.
- Maintain youth files and track participant outcomes.
- Supervise youth leads hours up to 20 hours per week.
- Work with crew in the garden and market.
- Serve as a role model, establish rapport with crew members, and build the team while maintaining professional boundaries.
- Help youth to reach employability goals like attendance and punctuality. Evaluate youth for advancement and job placement.
- Work with garden volunteers. Direct them to assist the youth in learning and to model positive work behaviors.
- Attend one supervisory meeting per week with the Urban Farm and Youth Development Manager.
- Establish and maintain relationships with potential employers, training programs, educational programs, and other resources that will be useful to graduating crew members.
- Attend weekly eight-hour training/development with AmeriCorps team and Group Site Manager.

Who To Report To: The AmeriCorps member will have two supervisors, the Urban Farm and Youth Development Manager and AmeriCorps Group Site Manager. All site responsibilities will be supervised by the UFYD Manager. Timesheets will be signed by both supervisors. The member will meet in weekly one-on-one meetings with the UFYD Manager. The AmeriCorps manager will conduct evaluations in cooperation with UFYD Manager. All paperwork completion and disciplinary action will be the responsibility of the AmeriCorps Group Site Manager.

Hours of Service: The AmeriCorps member is expected to work an average of 40 hours per week. Schedule has some variation depending on school schedule and growing season. When school is in session hours are 11:00-7:30 pm and in the summer the hours are 9-5 pm. Beginning in September members will work one to two Saturdays per month at the Farmers' Market. Occasional night and weekend work required. During winter, crew hours may vary depending on youth projects. There is an opportunity to make up more hours in spring if winter hours are low.

Day of Week	Location of Service	Start Time	Lunch	Location of Service	End Time
Sunday					
Monday	SYGW office	8:30 am	12:00 pm	SYGW	4:30 pm
Tuesday	SYGW office	11:00 am	2:00 pm	Marra Farm/ Univ. District	7:00 pm
Wednesday	SYGW office	11:00 am	2:00 pm	Marra Farm/ Univ. District	7:00 pm
Thursday	SYGW office	11:00 am	2:00 pm	Marra Farm/ Univ. District	7:00 pm
Friday	SYGW office	11:00 am	2:00 pm	Marra Farm/ Univ. District	7:00 pm
Saturday	Univ Dist. Farmer's Market	7:00 am			4:00 pm
Total Hours for the Week:					40

Required Training: Attend two statewide training events (**SERVES**). **SERVES** is four days and three nights which includes one day/night of travel the day before **SERVES**. (October and March). Attendance at both are mandatory with no exceptions. **SERVES** is alcohol/drug-free. **Homelessness 101** is a three-hour training on homeless youth. **Anti-Oppression workshop. First Aid/CPR.** Attend weekly training and leadership development sessions.

Civic Engagement: Participate in and facilitate "Roadmap to Civic Engagement" curriculum TWICE. The first time is with team members and second time is with 15-20 middle school youth. Service-learning curriculum includes 7 two-hour sessions and a service project planned by participants.

Required Reporting and Data Collection Responsibilities: Collect outcomes for SYGW youth employment programs to assist grant writing/reporting. Complete AmeriCorps Timesheets promptly and accurately.

Working Conditions: Work environment is outdoors during both hot/sunny and inclement weather. Work includes heavy lifting, kneeling, bending, and reaching. Each week time will be spent in an office setting typing and using phones. Recruitment and interviews will occur within other agencies. Team work is essential to this position; the majority of time will be spent with youth or other staff members. Members will be responsible for transporting youth in program vehicles. There is usage of general gardening equipment.

Knowledge, Skills and Abilities:

- Familiar with social services available in King County (or willing to learn).
- Understanding of the challenges faced by youth of color and immigrant youth and their families.
- Experience and success working with homeless and/or under-served youth 14-21 years old.
- Excellent communication skills.
- Ability to establish positive relationship with individual youth.
- Desire and demonstrated ability for leadership.
- Team leader. Team member.
- Life experience.
- Ability to do physical labor including heavy lifting.
- Computer literate with MS Word and Excel.

Qualifications:

- 21 years of age or older
- GED/H.S. diploma
- if former AmeriCorps or Equivalent Service Experience, have satisfactory final evaluation
- Available for the full term September 1, 2007 - July 15, 2008
- background check
- SYGW applicants must have a valid driver's license/automobile insurance
- Open Mind and Sense of Humor

All of the above duties and responsibilities are essential position functions subject to reasonable accommodation. All position requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other position-related instructions as requested by their supervisor, subject to reasonable accommodation. This position description is not all-inclusive.

Benefits:

- \$925 monthly stipend
- monthly bus pass
- health insurance
- \$4725 Education Award with satisfactory completion
- Most members eligible for food stamps
- Non-Profit work experience
- Ongoing leadership development and professional training

Process:

- Complete online application. <https://recruit.cns.gov> id listing: **03ACHWA0470159-2**
- Once application is received written questions will be emailed to you. Email completed responses and resume.
- Phone screening
- In person interview
- Reference and background check

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