



Youth Program Coordinator
April 2019 through September 2019

Green Village Initiative (GVI) is a non-profit organization in Bridgeport, CT whose mission is to grow food, knowledge, leadership and community through urban gardening and farming, to create a more just food system in Bridgeport. Our team and our network of growers are cultivating food justice leaders and beautifying the city. Together, we are building a model that addresses hunger, promotes good nutrition and catalyzes the local economy.

Assistant Youth Program Coordinator Responsibilities

GVI's Youth Program Coordinator is a Part-Time, seasonal position with the possibility of becoming year-round. This position involves indoor office work and outdoor work. It requires an interest in becoming part of a passionate team dedicated to our mission and working with the Bridgeport community.

GVI's Youth Program Coordinator will work closely with the School Garden and Youth Program Manager by: Planning for and co-running our 8 week Summer Youth Crew Program; following GVI's program curriculum to teach youth about food justice; coordinating guest speakers; recruiting and interviewing youth; procuring donations and purchasing items for the program; and coordinating, scheduling, creating and maintaining data collection tools. The Assistant Youth Program Coordinator will also develop a set of strategies that will lead to a strengthened Youth Leadership Program. These strategies will bolster the impact for our young people and their community, facilitate long-term growth, and improve the program's curriculum and offerings over the long-term.

The main responsibilities of the Assistant Youth Coordinator are:

- ***Create and support implementation of GVI's 2019 Youth Leadership Program, focusing on academic year youth engagement and summer program curriculum***
 - Analyze 2018 youth program data
 - Develop goals for program improvement via qualitative and quantitative data analysis
 - Develop and help deploy improved summer and academic year program curriculum
 - Identify areas of improvement for youth meetings and Summer Youth Crew recruitment
 - Recruit applicants for summer Youth Farm Crew, following 2019 timeline and procedure and incorporating needed improvements in the recruitment process as needed
 - Hone processes for youth training, youth development opportunities, youth outreach and engagement and ensure youth alumnis have input into process development
 - Program administration and other duties as needed
 - Participating in team-wide events and activities as necessary including, but not limited to: team meetings; farm stand, events and field trips; seeding and other activities.



Necessary Skills and Experience

The ideal candidate will possess:

- A Bachelor's Degree or at least 2 years work experience in Youth Development or related field
- A passion for community gardening, agriculture or food justice, and youth leadership development
- Effective verbal and written communication skills
- Proficiency in Google Suite and Microsoft Office
- Excitement to work in a fast-paced organization and a desire to learn more about food justice, urban farming and non-profit operations
- Ability to work with little oversight and to seek direction when needed
- Ability to perform physical farm work (e.g. bending, kneeling) including in difficult weather, including extreme heat
- A strong work ethic and punctuality
- Access to reliable transportation to and from Reservoir Community Farm and GVI office
- A commitment to GVI's mission, and a sense of responsibility to the Bridgeport community

Schedule and Compensation

This is a part-time seasonal position with the potential to become year-round. Schedule will vary by month:

- From April through mid-June the Assistant Youth Coordinator will be planning, preparing and recruiting for the Summer Youth Crew Program and will work about 25 hours per week. This schedule is somewhat flexible, but should follow a traditional work schedule when possible (i.e. within 9am to 5pm Monday - Friday), while also allowing for some evening or Saturday hours when needed for program recruitment.
- From mid-June to mid-August (during the 8 week Summer Youth Crew Program), the Coordinator will be required to work the following hours: Tuesday (regular office hours) and Wed- Saturday 7:15am- 2:30pm (with 30 minute lunch).
- Once the Summer Youth Crew Program has ended, the Coordinator will focus on data analysis and reporting, going back to a somewhat flexible work week of about 25 hours per week through the end of September, with potential for continuation.
- Additional hours may be required at any time during the season as needed to complete work and during team-wide events such as field trips, farm stand, harvest fest or other activities.

Compensation is hourly, at a rate of \$12-\$16 per hour depending on experience.

To Apply:

Submit a cover letter and resume to opportunities@gogvi.org.

Call 203-612-4107 for more information.

This position starts immediately.