



Summer Youth Apprentice Program 2023: Program Manager Position Description

Organization

Urban Tilth cultivates agriculture in West Contra Costa County to help our community build a more sustainable, healthy, and just food system. We work with residents, schools, community-based organizations, government agencies, businesses, and individuals to develop the capacity to produce 5% of our own food supply. Since its founding in 2006, Urban Tilth has emerged as a local leader, a catalyst of integrated, food- and community-focused efforts.

Urban Tilth's Summer Youth Apprentice Program (SYAP) is designed to support the development of urban agricultural, ecological, and environmental knowledge as well as leadership, employment, and transformative life skills training in Richmond and San Pablo youth. It includes recruiting staffing for the program, hosting 1 week of youth interviews, 2 weeks of pre-program training for program staff, and the 6-week apprenticeship for youth participants that will engage in site-specific improvement projects, community advocacy, a 4-day camping trip, local area field trips, and garden bike tours within 5 distinct teams.

Position Description

Urban Tilth has an immediate opening for a Summer Apprentice Program Manager. The person who holds this position will manage the preparation, development, delivery, and documentation of a successful SYAP from start to finish under the supervision of the SYAP Program Director. The Program Manager will be responsible for the management of Pre-Program, In-Program, and Post Program duties including leading 4-5 teams of Urban Tilth Staff members through a process of recruiting and interviewing youth, selecting youth, hosting 3 weeks of staff training and program preparation where staff will develop 6-weeks of curriculum, planning and organizing a 4-day overnight camping trip, handling site disciplinary issues with staff/apprentices, and managing the creation of the 2023 SAP report.

This position requires a clear vision for the program, tenacity, self-directed follow-through on tasks, extensive experience in outdoor youth development, and environmental education, excellent communication skills, experience working with staff/youth of diverse backgrounds, training in mediation and conflict resolution, attention to detail, and strong time management/ project and personnel management skills, and a warm heart!

Position responsibilities:

- Organize and Manage all program events: May 29, 2023 - August 19th, 2023 including:
 - Interviewing Youth Applicants (Zoom): Monday, May 29th - Friday, June 9th
 - Staff Lesson Planning and Teaching Practicum: Monday 6/12/23 - Friday 6/16/23
 - Staff Training and Professional Development Week: Monday 6/19/23- Friday 6/23/22
 - Program Materials Prep Week: Monday 7/31/23 - Thursday 8/03/23

- o SYAP Overnight Camping Trip (Location TBD): Monday 7/31/23 - Thursday 8/03/23
- o SYAP Graduation Ceremony: Friday, August 12, 2023

Additional Responsibilities

- o Mailing, Intake, Organization, and Tracking of Apprentice Orientation Packets
- o Hosting Weekly SYAP Staff meetings with teams
- o Organizing Pre and Post Test Creation with SAP Staff based off weekly curriculum content
- o Creating SAP 2023 Program Report: Due August 25th, 2023
- o Organize a Camping Trip To Jug Handle Creek Farm and Nature Center

Required Skills:

- 3-4 Years of Experience in Outdoor Youth Education, particularly with youth of color
- 2-3 Years of Experience in Farming, Gardening, or Land Management
- 2-3 Years of Management experience, managing multiple teams with different program areas.
- Excellent communication and organizational skills
- Reliable, punctual, and able to meet deadlines
- Excellent conflict resolution skills
- Proficiency in online social media, communications, Microsoft Office, Google Drive, Excel
- Excellent verbal and written communication skills
- Collaborative yet self-driven work style
- Comfortable managing multiple tasks and picking up new tasks as needed
- Experience working in Richmond and or San Pablo
- Comfortable moving around in North Richmond
- Confidence in one's ability to lead and make decisions on behalf of the whole group

Compensation:

- Full-Time (40 hours a week) Hourly position: \$30.00 / hr
- Temporary Position: May 15, 2023 - August 25th, 2023

How To Apply:

Urban Tilth has an amazing team and we are doing great things in the Richmond Community. Check out our website: www.urbantilth.org

Send resume, references, and cover letter via mail or email to: employment@urbantilth.org

SYAP 2023 Taskforce
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 Page 2