



Expanded Learning and Summer Youth Apprenticeship 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 and catalyst of integrated environmental, food, economic, and social justice-centered efforts.

Position Description

Urban Tilth's Expanded Learning and Summer Youth Apprenticeship Program Manager will be responsible for supporting 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. This position is responsible for organizing, recruiting, hosting, and developing age-specific year around expanded learning programming at the North Richmond Farm and serving as the program manager for Urban Tilth's Summer Youth Apprenticeship Program from March - August.

The Expanded Learning Program Manager will be the North Richmond Farm's point of contact for all educational field trip and group tour requests from K-12 schools as well as community colleges, universities. The Expanded Learning Program Manager will organize experiential learning activities, discussions, and workshops in collaboration with the North Richmond Farm Collective. This position is required to work on Saturdays and / or Sundays according to programming needs.

The person who holds this position will also manage the preparation, development, delivery, and documentation of Urban Tilth's Summer Youth Apprenticeship Program (SYAP) under the supervision of the Education Director. The SYAP 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 apprentices, hosting 3 weeks of staff orientation, training and program prep where each team will develop 6-weeks of curriculum, field trip dates, final schedules, site improvement projects, an agenda for 4-days of overnight camping. This position is also responsible for handling any site disciplinary issues with staff/apprentices in accordance with Urban Tilth's Code of Conduct and Disciplinary Protocol. This position will also manage the creation of the annual Summer Youth Apprentice Program Report.

This position requires a clear vision of program goals and objectives, tenacity, self-directed follow-through on tasks, extensive experience in outdoor youth development, 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:

- North Richmond Farm Expanded Learning Program Manager
 - Designing, preparing, recruiting, hosting and documenting 1 annual after-school program one day a week at the farm between September - April
 - Designing, preparing, recruiting, hosting and documenting 1 annual spring break program
 - Designing, preparing, recruiting, hosting and documenting 4 field trips from local schools at the farm with an emphasis on Verde Elementary
 - Designing, preparing, recruiting, hosting and documenting a weekly “Senior Seeding Days” event for community elders in collaboration with our Farm Community Engagement Manager and Nursery Manager
 - Designing, preparing, recruiting, hosting and documenting 9 wellness events (roughly 3 per quarter) at the farm
 - 3 youth
 - 3 adults / seniors
 - 3 families
 - Designing, preparing, recruiting, hosting and documenting youth educational activity for our 4th Saturday Volunteer days
 - Act as point of contact for all North Richmond Farm field trip inquiries and group tour requests from K-12 schools, community colleges, and universities.
 - Collaborate with Education Team Managers to gather and / or develop the North Richmond Farm’s Seasonal Curriculum and activities for K-12 and Adults.
 - SYAP Organize and Manage all program events: March - August including:
 - Interviewing Youth Applicants (Zoom): May - June
 - Staff Lesson Planning and Teaching Practicum: Second week of June
 - Staff Training and Professional Development Third week of June
 - Program Materials Prep Week: Last week of June
 - SYAP Orientation Week
 - SYAP Collaboration Workdays (2)
 - SYAP Overnight Camping Trip SYAP Graduation Ceremony: Second week of August
- Additional SYAP Responsibilities
- Mailing, Intake, Organization, and Tracking of Apprentice Orientation Packets
 - Hosting Weekly SYAP Staff meetings with teams
 - Organizing Pre and Post Test Creation with SYAP Staff based on weekly curriculum content
 - Creating SYAP Program Report: Last Friday in August

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 in a management role, managing multiple teams with different program areas.
- 1-2 Years of classroom management or curriculum development experience
- 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
- Benefits: Urban Tilth offers up to 40 hours of vacation per year and 40 hours of paid sick leave accrued each pay period, paid holidays and annual paid winter break. After a 60-day probationary period, you are eligible for medical, dental, vision and life insurance.

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 2024 Taskforce

Urban Tilth

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