



CANOPY POSITION ANNOUNCEMENT

Youth Programs Coordinator (Part-time, Non-exempt)

Canopy is a growing urban and community forestry nonprofit with a track record of delivering high quality, innovative, and impactful programs. Canopy staff and volunteers strive toward excellence, equity, collaboration, and gratitude in the work we do, and welcome candidates that share these values. We are seeking a hard working, dedicated person to join our team and grow with us as we aim to accomplish our vision: a day when every resident of the Midpeninsula can step outside to walk, play, and thrive under the shade of healthy trees.

Position Summary

Under the direction of Canopy's Education Director, the Youth Programs Coordinator (YPC) will be responsible for coordinating Canopy's Teen Urban Forester (TUF) program. The TUF program offers paid internships to local high-school students to participate in Canopy's tree planting and tree care programs. The TUFs train in the field of urban forestry and at the same time develop an ethic of environmental stewardship, leadership skills, and 21st century skills. Training experiences are complemented by field work, which includes leading volunteers at tree planting and tree care events, and caring for young trees by watering, mulching, pruning, and adjusting stakes. The TUFs participate in community outreach for Canopy events, engage residents, and teach peers about the importance of trees in the urban environment.

The YPC will work with two groups of eight high school students three days a week during the school year and five days a week during the summer. This is a lead-by example position where the YPC works side-by-side with the TUFs to get the trees planted, watered, mulched and staked. The YPC drives a 9-passenger van to sites in East Palo Alto, Palo Alto, Menlo Park and Mountain View. The YPC will be trained to safely drive the vehicles and how to properly maintain trees. The YPC is responsible for the safety of the TUFs at all times and must be able to motivate them to ensure the assigned work is finished.

This is a part-time position of 20 hours per week with a preferred schedule of:

- Tuesdays, 10:30am-1:30pm
- Thursdays, 1:30-6:30pm
- Fridays, 1:30-6:30pm
- Saturdays, 7:30am-2:30pm

Scheduled work hours outside of the TUF program hours (Thursdays & Fridays, 4:00-6:00pm and Saturdays, 7:45am-2:00pm) are negotiable.

Note: Due to Covid-19, the TUFs are working on projects virtually via Zoom with field work days in small groups in the afternoons and on Saturdays. We are not currently offering transportation in the Canopy van and TUFs who have access to their own transportation meet on site.

Duties and Responsibilities

- Directly coordinate and oversee the TUFs at all trainings, field work, and enrichments activities
 - Coordinate TUF work with appropriate staff and partners, including high schools, work site contacts, and volunteers

- Set a tone consistent with Canopy’s culture
- Ensure TUFs remain on task by developing and enforcing systems of accountability
- Drive TUFs to and from work sites
- Work with the Education Director to develop the calendar and curriculum for each TUF session
 - Develop a social curriculum that includes 21st Century Skills evaluations
 - Design and mentor the TUFs through community-based projects
 - Find ways to introduce the TUFs to careers and academic pathways in the fields of urban forestry, arboriculture, environmental science and sustainability
- Publicize the TUF programs at local high schools and recruit and train new members
- Manage communication with the TUFs via calendars, emails, texts, timesheets
- Manage TUF paperwork and ensure it is completed on time
- Track and report program deliverables for grants, evaluate program, and optimize effectiveness
- Work with the Education Director to develop the direction and future goals of the TUF program

Qualifications and Experience

- Must have a valid U.S. Driver’s License and clear driving record
- Live Scan background check is required upon hire for all staff that work with youth under age 18.
- Must also have a high school diploma or the equivalent thereof
- Must have previous experience working with high school youth.
- Should be a hard worker and demonstrate consistent attendance and punctuality
- Unbiased towards gender, sexual orientation, or ethnicity, and possess a strong desire to learn and grow
- Strongly preferred: fluency in Spanish

Physical Activity Requirements

- Ability to sit and type, frequently
- Ability to bend, squat, stoop, and stand for long periods of time, regularly
- Preferred: ability to lift up to 50 lbs. occasionally
- Driving to and around neighborhoods where work is being performed

Compensation

- Compensation for this part-time position of 20 hours per week is \$25,000 a year.
- Medical/dental/vision insurance, sick leave and vacation time are offered on a prorated basis.
- Canopy values professional growth and opportunities for professional development.

How to Apply

Email résumé, short cover letter, and writing sample to Natalie Brubaker, Education Director, to jobs@canopy.org with the subject header, “Youth Programs Coordinator”. Accepting applications on a rolling basis until the position is filled.

Equal opportunity employer: Canopy strives to engage, celebrate, and reflect the rich diversity of the communities we serve. We value inclusion and equity in our programs, leadership, and hiring practices.