



## **Program Assistant Position:** **Greencorps Chicago Youth Program**

Greencorps Chicago is the Chicago Department of Transportation's community greening and job training program run in partnership with WRD Environmental. Greencorps Chicago programs empower residents from Chicagoland's neighborhoods to create change in their communities and lives through training, service, and career opportunities in the environmental fields.

The Greencorps Chicago Youth Program (GCYP) is a summer youth employment program, administered by the Chicago Department of Transportation and managed by WRD Environmental. GCYP teams operate out of various Chicago Public Schools and community-based locations and significant portions of the program are taught outdoors at a variety of project sites throughout the City of Chicago, such as community gardens, Chicago Park Districts, and Forest Preserves.

GCYP is seeking a Program Assistant who will assist the Program Manager in the implementation of Greencorps Chicago Youth Program at multiple locations. The Program Assistant will spend the majority of their time assisting with the interviewing and hiring process of the summer GCYP staff, updating the program's curriculum and staff training, co-leading staff training, conducting site visits and supporting staff throughout the program, and other tasks related to program oversight and coordination.

This is a seasonal hourly position from March – September 2024 and will be employed by Signature Staff Resources. The Program Assistant will report directly to the Youth Program Manager.

### **The responsibilities of Program Assistant include assisting the Program Manager with:**

- Recruiting and interviewing applicants for GCYP Staff positions
- Recruiting and onboarding GCYP Youth Participants
- Updating GCYP curriculum
- Designing and planning GCYP staff training
- Training and preparing GCYP staff to facilitate the program content with a Trauma-Informed approach
- Conducting regularly scheduled site visits
- Providing mentorship and support to staff throughout the program
- Ensuring policy and protocol adherence at all GCYP sites
- Supporting a positive workplace environment by exhibiting appropriate interpersonal skills and professional behavior
- Adhere to the program schedule & submit reports for tracking program progress
- Take on other tasks as needed

### **Qualifications for this position include:**

- Graduated with a bachelor's degree in environmental education, youth development, or related field
- Minimum of two years' experience in: program management, education, youth development, or work readiness training
- Experience with horticulture, urban forestry, sustainability, bicycling, community gardens, or other outdoor projects preferred
- Experience teaching in a classroom and/or outdoor setting
- Social perceptiveness and empathy, and experienced with Trauma-Informed Care approaches
- Culturally competent and able to relate and communicate with diverse populations and groups
- Capable and willing to ride a bicycle in the City of Chicago
- Excellent communication (written and verbal) and organizational skills
- Computer skills (Microsoft Office, Google Suite, email communication, etc.)

### **Position Requirements:**

- Must have a valid Illinois driver's license with clean driving record (or willingness to drive personal vehicle)
- Must be at least 21 years of age
- Must obtain 1<sup>st</sup> Aid/CPR and Mandated Reporter certification
- Willing to submit to background check at hiring
- Must be available to work regular scheduled hours, Monday-Friday, 8-4:30pm
- Must also be willing to work an irregular schedule, when necessary

Compensation is dependent on experience, starting at \$31/hour. Resumes accepted until the position is filled.  
Only qualified candidates will be contacted.

**Please submit resume and cover letter to: [sbullen@wrdenvironmental.com](mailto:sbullen@wrdenvironmental.com)**