



Position Available: Site Assistant for Greencorps Chicago

Greencorps Chicago is the Chicago Department of Transportation's community greening and job training program run in partnership with WRD Environmental. Greencorps Chicago empowers 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 staff teams work out of various Chicago Public Schools or other community-based locations. Significant portions of the program are taught outdoors at a variety of project sites (such as community gardens, Chicago Park Districts, and Forest Preserves) throughout the City of Chicago. Site teams consist of a Sustainability Instructor, a Youth Development Instructor, and a Site Assistant. **Sustainability Instructors** will spend the majority of their time teaching horticulture, ecological restoration, and bicycle maintenance/safety. **Youth Development Instructors** will spend the majority of their time empowering youth through social emotional skills development, workplace readiness training, and the exploration of post-secondary pathways. **Site Assistants** will spend the majority of their time performing administrative tasks and supporting Instructors in executing the Greencorps curriculum. Greencorps Chicago Youth Program staff will work together to ensure youth have a safe and transformative summer learning experience.

Responsibilities of the Site Assistant include:

- Assists and supports Youth Development and Sustainability Instructors in executing Greencorps curriculum;
- Completes and submits required electronic filing of tracking reports, timesheets, incident reports, supply orders, and evaluations, along with other clerical duties;
- Assists youth in checking in and out, completing weekly timesheets, and submitting mandatory paperwork;
- Copies, faxes, and corresponds on behalf of GCYP site team, as needed;
- Supports and provides daily oversight of youth participants;
- Co-facilitates bicycle rides and field trips safely;
- Compiles, organizes, and distributes photos and videos of youth participants and staff engagement;
- Communicates with management regularly through email & phone;
- Exhibits appropriate interpersonal skills and professional behavior to support a positive workplace environment;
- Ability to work from **June 21 - August 12, 2022**;
- **COVID-19 vaccination required**;
- **Must be at least 21 years of age**;
- **1st Aid & CPR Certification, or willingness to certify before deadline; and**
- **Ability to complete the CPS volunteer process and pass a criminal background check.**

Qualifications for this position include:

- Ability to ride a bicycle safely with proper safety gear;
- One year of similar experience required, Associate's degree in related field preferred;
- Comfortable with working outside planting, mulching, and watering;
- Proactive communication skills that strengthen teamwork;
- Excellent attention to detail, time management skills;
- Experience with Social Media platforms preferred;
- Experience working with youth ages 15-19 highly preferred;
- Excellent communication, organizational and interpersonal skills;
- Experience with Microsoft Office (Word, Excel, PowerPoint), Google Drive (Docs, Sheets, Forms), email, and internet.

This position is managed by WRD Environmental and employed by Signature Staff Resources, LLC. This is a full-time seasonal position: 40 hours per week, Monday through Friday, 8am to 4:30pm, with a 30-minute unpaid lunch. Compensation is based on experience. All site assistants will receive two weeks of paid training. Resumes accepted until all positions are filled. Only qualified candidates will be contacted for an interview.

Please submit a resume and cover letter to: greencorpsadmin@wrdenvironmental.com