



## Available Position: **Assistant Instructor**

### **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 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 and community-based locations. 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. Site teams consist of a Youth Program Instructor, a Youth Program Mentor, and an Assistant Instructor. The Assistant Instructor will spend the majority of their time performing administrative tasks and supporting Youth Program Instructors in executing the Greencorps curriculum. The GCYP staff team will work alongside CPS staff and external partners to ensure youth have a safe and transformative summer learning experience.

#### **Responsibilities of the Assistant Instructor include:**

- Assists and supports Youth Program Instructor and Mentor in executing Greencorps curriculum
- Complete and submit required electronic filing of tracking reports, timesheets, incident reports, supply orders, and evaluations, along with other clerical duties
- Assist youth in checking in and out, completing weekly timesheets, and submitting mandatory paperwork
- Copy, fax, and correspond on behalf of GCYP site team, as needed
- Support and provide daily oversight of youth participants
- Co-facilitate bicycle rides and field trips safely
- Compile, organize, and distribute photos and videos of youth participants and staff engagement
- Communicate with management regularly through email & phone;
- Adhere to schedule and submit reports for tracking youth progress
- Exhibit appropriate interpersonal skills and professional behavior to support a positive workplace environment
- Ability to work from **June 12 - August 4, 2023**
- **COVID-19 vaccination required**
- **Must be at least 20 years of age**
- **1<sup>st</sup> Aid & CPR Certification, or willingness to certify before deadline**
- **Ability to complete the CPS volunteer process and pass a criminal background check**

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

- Capable and willing to ride a bicycle in the City of Chicago
- Education, training, or experience in horticulture, gardening, community engagement, advocacy or related field
- Comfortable with working outside planting, mulching, and watering
- Experience working with youth ages 16-19, highly preferred
- Social perceptiveness and empathy and experienced with Trauma-Informed Care approaches
- Culturally competent and able to relate and communicate with diverse populations and groups
- Excellent communication, organizational and interpersonal skills
- Computer skills (Microsoft Office, Google Drive, email communication, etc.)

#### **Position details:**

- Seasonal position, Monday through Friday, 8am to 2:30pm, 32.5 hours per week with the opportunity of additional hours
- Compensation is dependent on experience, starting at \$20 per hour
- Employment is through Signature Staff Resources, LLC and managed by WRD Environmental
- Two (2) weeks of paid training and six (6) weeks of youth programming

Please submit a resume and cover letter to: [greencorpsadmin@wrdenvironmental.com](mailto:greencorpsadmin@wrdenvironmental.com) Resumes will be accepted until all positions are filled. Only qualified candidates will be contacted.

Signature Staff Resources is an Equal Opportunity Employer. BIPOC and Chicago high school graduates encouraged to apply.