

Groundwork Denver Green Corps Supervisor Job Description

Groundwork Denver is looking for a leader to supervise, mentor, and coordinate our Summer Green Corps Program.

Groundwork Denver Overview

Groundwork Denver is a 501c(3) non-profit organization located in Denver, CO. The mission of *Groundwork Denver* is to bring about the sustained improvement of the environment and promote health and well-being through community-based partnerships and action. We are “doers”, not “talkers”. We plant trees, we improve parks, we clean up rivers, we grow food, we insulate houses, and we coordinate thousands of volunteers to help.

Green Corps Overview

The Groundwork Denver Green Corps is a summer employment program for young adults ages 18 to 24-years old. Participants work on projects focused on improving the physical environment and health and well-being for our public lands and the urban environment. This year the Green Corps will focus primarily on two projects: (1) partnering with the National Fish and Wildlife Service to improve and maintain the Rocky Mountain Arsenal National Wildlife Refuge, and (2) improving water conservation by providing free sprinkler audits and improvements to residents in the southwest Denver Metropolitan Area. The Green Corps Supervisor is expected to work approximately **35 hours per week for 9 weeks**, between approximately **June 3rd to August 23rd**, leading the team in building hard and soft skills, learning about career opportunities in the Fish and Wildlife Service, coordinating the work day and implementing environmental improvement projects.

The Green Corps will also travel outside the metropolitan area on two trips as part of their experience. The first is a trip to Lincoln Hills Cares where Corps members will join other youth and young adults employed in the environmental field to take part in a service project, share their experiences, as well as participate in recreation activities such as fishing, archery, and hiking. The second trip is a 10-day service trip to Valentine National Wildlife Refuge in Valentine, NE. This will be the capstone trip for Green Corps members where they will help maintain the sandhills environment, take a canoe trip down The Niobrara National Scenic River and spend time in a lodge meeting Fish and Wildlife Services staff while exploring the Refuge.

Responsibilities:

Leadership and Mentorship

- Manage, supervise, coordinate, and participate in day-to-day organization of team members and projects.
- Implement skills and trainings and facilitate intentional discussion via informal lessons to contribute to team members' personal growth and group dynamics.
- Promote a healthy community and individual member development.
- Lead by example by demonstrating a hard work ethic and environmental results.
- Drive the Groundwork Denver van, organize tools and food, and lead camp life culture when camping.

Safety and Risk Management

- Monitor and promote the crew's physical and emotional safety on and off the work site.
- Lead teams safely on proper use of tools.
- Follow Groundwork Denver safety procedures, including informing appropriate staff of incidents and concerns.

Project Management and Implementation

- Train and motivate team to complete environmental projects in cooperation with partners and host sites.
- Coordinate project logistics with Program Director and other project leaders.

Administrative:

- Complete documentation of timesheets, daily and weekly reports, evaluation, incident reports, etc.
- Manage petty cash, gas cards, and food budget.
- Participate in hiring and evaluation in cooperation with Program Director.
- Coordinate with Project leads and Program Director via email, text, phone calls, and leadership meetings.

Qualifications:

Supervisors are required to meet all Green Corps member qualifications (please see Green Corps Job Description), in addition to:

- Must be 18 years old or older
- Ability to supervise and teach tasks
- Good driving record and current driver's license
- Must be able to pass a Criminal Background check
- Willingness to implement safety and management regulations
- Skills in organization, leading youth and guiding individuals
- Skills in project coordination and facilitation
- Must be comfortable doing outdoor physical labor
- Must be able to speak, understand, read and write English (Bi-lingual Spanish preferred)

Work Schedule

- **June 3rd – August 6th:** Work at the Rocky Mountain Arsenal Wildlife Refuge 2 wks/mo, 32 hrs/wk
- **TBD:** Conduct irrigation audits for residents in South Denver Metropolitan Area. Hours and timeframe are still being determined but are expected to be scheduled for July.
- **August 13th – August 23rd:** 10- day trip to Valentine Wildlife Refuge. 80 hours of work and a full day of recreation canoeing down the Niobrara National Scenic River.
- Additional opportunities include: traveling to Grand Teton National Park to work, meet park staff and connect with the Groundwork network, and participating in other work opportunities as they arise during and after the summer season.

Work Overview

- Rocky Mountain Arsenal Wildlife Refuge: Invasive Species Management (e.g. plant ID and removal of harmful and invasive species including Houndstongue, Mullen, and Thistle), Irrigation work (e.g. setting up irrigation to help native seeds get established in the prairie), and Trail work (e.g. building and maintaining trails for hiking and walking).
- Water Conservation: Provide free irrigation audits and sprinkler repair for residents to improve efficiency of lawn watering, save residents money on their water bill and help reduce water use in the Denver Metropolitan Area.
- Valentine Wildlife Refuge: Invasive Species Management (e.g. tree ID and removal of harmful and invasive species including Cedar Trees and Black Locusts), pollinator habitat creation (e.g. building restoration plots with plants beneficial to pollinators like milkweed)

***Substance Free**– In accordance to a drug-free workplace, alcohol, tobacco, and drugs are prohibited in and around the Groundwork workplace.

Wage

- \$16.00-18.00/hr. Up to 350 hours, depending on experience
- This is a contract position. Workers compensation is provided for all Supervisors and youth.

To Apply:

Applications are being taken in on a rolling basis.

Email the following to Melake Getabecha (melake@groundworkcolorado.org):

- **Resume** detailing your education, work experience, and any other relevant experience which make you a competitive applicant.
- A **Cover Letter** explaining why you would like to be on the Green Corps (no longer than 1 page).

If you have questions please call the Groundwork Denver office at 303-455-5600 and ask for Melake Getabecha, Andrea Savage, Samantha Villatoro or Kelly Shinn.

Groundwork Denver provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ethnicity, religion, gender, gender identity, gender expression, sexual orientation, national origin, age, disability, marital status or civil union status, past or present military service, or any other protected classification. This policy applies to all employment decisions, including recruiting, hiring, placement, promotion, termination, layoff, compensation and training.
