

## Groundwork Denver Green Team Assistant Supervisor Job Description

Groundwork Denver is looking for a leader to assist the team supervisor supervise, mentor, and coordinate our Summer Denver Green Teams.

### 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 Team Overview

The Green Team is a summer employment program for youth ages 13 to 18-years old. Participants will work on projects focused on improving the physical environment and health and well-being for the Denver Metropolitan Area, as well as our public lands, including local and national forest, parks and refuges. Past projects have included helping with community gardens, area waterways, city parks and open spaces, community events, tree plantings, neighborhood beautification, connecting residents with resources, habitat restoration and more. Green Team Assistant Supervisors must take part in a 4-day **supervisor training May 20<sup>th</sup> – May 23<sup>rd</sup>** which includes an overnight trip to Woodbine Ecology Center the nights of May 21<sup>st</sup> and 23<sup>rd</sup>. Supervisors are expected to work **approximately 25 hours per week**, from approximately **June 4<sup>th</sup> to August 13<sup>th</sup>**, leading, coordinating and supervising improvement projects, community engagement activities, job skills training and leadership development. Green Teams will also go on at least **two mandatory overnight camping trips** during the summer and are expected to participate in team-building outdoor recreation activities.

### Responsibilities:

#### Leadership and Mentorship

- Assist Team supervisor to 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.
- Assist and lead by example by demonstrating hard work ethic and environmental results.
- Help 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.
- Co-Lead teams safely on proper use of tools.
- Follow Groundwork Denver safety procedures, including informing appropriate staff of incidents and concerns.
- Complete all required supervisor/ assistant supervisor trainings including CPR/First Aid, Mandatory Reporting, and Driver Safety.
- Follow and implement all Covid-19 protocols for self and team.

#### Project Management and Implementation

- Assist in training and motivating team to complete environmental projects in cooperation with partners and host sites.
- Assist to coordinate project logistics with Program Director, Supervisor and other project leaders.
- Connect with community partners to plan and implement projects which align with Groundwork Denver's mission.

#### Administration

- Assist to complete documentation of timesheets, daily and weekly reports, evaluation, incident reports, etc.
- Participate in hiring and evaluation, in cooperation with Team Supervisor Program Director.
- Coordinate with Team Supervisor, Project leads and Program Director via email, text, phone calls, and leadership meetings.

### Qualifications:

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

- Live or attend a school, recreation center, place of worship in one of the following communities: Northeast Park Hill/Montbello, Five Points/Cole, Westwood, Commerce City, Northwest Aurora, Globeville/Elyria/Swansea or the City of Sheridan.
- Ability to supervise/assist and teach tasks
- Be physically able to work outside for 8 hours often in adverse conditions, bicycle long distances, handle tools, and lift 25lbs of material.
- 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

- May 20<sup>th</sup> – 23<sup>rd</sup>: Supervisor Training (May 21<sup>st</sup>-23<sup>rd</sup> overnight @ Woodbine Ecology Center)
- June 4<sup>th</sup> – June 6<sup>th</sup>: Overnight (2 nights) Youth Orientation @ Woodbine Ecology Center (transportation provided)
- June 8<sup>th</sup> – August 13<sup>th</sup>: (Approximate end date based on individual team's funding) 4 days of work per week, up to 25 hours per week, with some exceptions around the 4<sup>th</sup> of July holiday and overnight camping trips.
- Additional work opportunities (Covid permitting) may include: traveling to a National Park to work, meeting park staff and connecting with the Groundwork USA national network, and participating in other work opportunities as they arise during and after the summer season.

### Green Team Work Overview

Green Team work projects generally consist of the following:

- **Healthy Eating Active Living (HEAL):** garden building, weeding, planting, harvesting, participating in farmers markets, encouraging healthy habits.
- **Environmental Resource Management:** Public Park, Forest, and Wildlife Refuge maintenance, trail work, tree planting, water stewardship, invasive species removal, and advocating for healthy environments.
- **Community Engagement:** Helping with outreach and implementation of neighborhood events, door-to-door outreach connecting residents with helpful resources and information, giving public feedback regarding neighborhood amenities, seeking out community feedback regarding environmental challenges, and presenting to community members and representatives about your experience.

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

### Wage

- \$16.00.-17.00\$/hr. Up to 250 hours
- This is a contract position. Workers compensation is provided for all Supervisors and youth.

## To Apply:

**Email the following to Joseph Cordova (Joe@groundworkcolorado.org) Preference given to those who submit application by April 19th:**

- **Resume** detailing your education, work experience, and any other relevant experience which make you a competitive applicant.
- A **Cover Letter** explaining why you would be a good fit as the Green Team Supervisor and your experience working with youth (no longer than 1 page).

**If you have questions please call the Groundwork Denver office at 303-455-5600 and ask for Joe Cordova, or call Joe directly @ 720-296-7687**

*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.*



This year each Groundwork Denver Green Team is part of a coalition of organizations funded by Great Outdoors Colorado (GOCO) lottery taxes to help youth access the outdoors. If you, your friends or family are interested in ways you can get involved with summer camps, employment opportunity or free access to outdoor recreation activities please ask and we will connect you with our coalition partners. You can also follow each of the coalitions and become a part of Generation Wild by using the URLs below:

<https://www.facebook.com/gowildnortheastmetro/>

<https://www.denvergov.org/content/denvergov/en/denver-parks-and-recreation/recreation-centers-pools/my-outdoor-colorado.html>

<https://generationwild.com/>