



## **EARTH CONSERVATION CORPS**

2000 Half Street S.W. ~ Washington, D.C. 20024 ~ Phone (202).479.6710~ Fax. ( 202).479.9509 ~ www.ecc1.org

### **Youth Development Coordinator Position Description**

Posted: October 1, 2009

#### **Organizational Overview:**

Earth Conservation Corps is a youth development, environmental education and community service nonprofit located on the heavily polluted Anacostia River and in one of our nation's most disadvantaged communities, Southeast Washington, DC. Since 1989, we have successfully transformed the lives of some of the District's "hardest to reach" youth (*ages 17 – 25, called "Corps members"*) by incorporating a model of career and environmental education and training, youth and leadership development, and education (GED), using service projects focused on restoring the Anacostia River and surrounding communities.

Earth Conservation Corps seeks a creative, self-motivated individual with expertise in youth development and addressing environmental issues

#### **Duties: Essentials/ Specifics**

*Reports to: Program Manager*

- Provide hands on/direct supervision for program activities and the personal and professional development progress of Civic Justice Corps and/or program members.
- If running a Civic Justice Corps or an AmeriCorps program, adhere to all policies and procedures as required by AmeriCorps, including recruitment, orientation, providing uniforms, etc.
- Develop detailed program work plans and submit monthly reports (or as requested).
- Attend National and agency service days as identified.
- Report, document and track program activities and outcomes, including entering accurate information/data into designated database systems.
- Enhance Corps members, staff and community members understanding of Earth Conservation Corps program model and history.
- Supervise all Corps and/or program member activities.
- Identify and attend professional development and certification trainings/seminars as available and recommended.

***Earth Conservation Corps Mission:***

***To empower our endangered youth to reclaim the Anacostia River, their communities and their lives.***

- Other duties as necessary to further the Earth Conservation Corps mission

**Qualifications:**

- Associates degree required, preferably in environmental studies or related field
- Extensive experience working with urban youth required
- Knowledge with the community, culture and regional and social issues of Washington, D.C.
- Must have a firm understanding of environmental projects and curriculum
- Strong written and verbal communication skills.
- Ability to handle and prioritize multiple tasks while maintaining attention to detail.
- Proficiency in Microsoft Office programs.
- Ability to work with diverse groups of people.
- Sound judgment, professionalism and a positive attitude
- Resourcefulness, creativity, and strong problem-solving skills.
- Valid Driver's License

**Salary:**

Commensurate with experience.

Please contact Shatia Owsley, Director of Workforce Development & Training, at (202) 479-6710. Send resume and cover letter by email to [sowsley@ecc1.org](mailto:sowsley@ecc1.org), or by fax to (202) 479-9509.