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Youth Programs Manager

Job Summary:

The Youth Programs Manager (YPM) will manage, coordinate, and implement new and existing youth education and community conservation efforts that fulfill The Conservation Foundation (TCF) mission of improving the health of our communities by preserving and restoring natural areas and open space, protecting rivers and watersheds, and promoting stewardship of the environment. The YPM will organize and implement youth and family environmental education programs at TCF's McDonald Farm and at local natural areas, schools, parks and community locations. The organization's current five-year strategic plan aims to "Be more inclusive, impactful, and relevant to people and communities by growing and adapting our conservation programs to local needs." The YPM will be key in this effort by supporting, coordinating, and expanding TCF's educational efforts through existing and new programs.

TCF is seeking someone who is passionate about providing meaningful outdoor experiences for young people and families and engaging people and communities in ways that are meaningful to them. Success in this position will require a commitment to TCF's mission and strong educator and interpersonal skills, attention to detail, and the ability to juggle multiple projects at once.

Reports to: Alison Paul, Vice President of Community Conservation

Schedule & Job Location: Part-time, year-round position based at the McDonald Farm in Naperville; Flexible hours and remote working options available, annually averaging 26 hours/week with seasonal variation. Some evenings and weekends required.

Position Details:

- Work will be split between educational programs and administrative tasks and will take place in indoor and outdoor settings (year-round)
- Valid driver's license, reliable transportation, and ability to travel to work sites required, mileage compensated at IRS rate
- Ability to travel from site to site and ambulate on outdoor, uneven terrain.
- Ability to lift, carry and move light-to-medium (10 – 40 lbs.) weight objects
- Rate of pay is budgeted at \$25/hour
- TCF offers benefits for part time employees, including paid leave and a retirement match

Experience & Qualifications:

- Experience engaging children and young people and guiding small groups in experiential learning
- Knowledge of best practices in environmental education, nature-play, or other related field
- Understanding of (or willingness to learn about) local nature, conservation, ecology
- Ability to manage staff in a hybrid office context and to work well in a team environment
- Leadership, problem-solving, and critical thinking skills
- Effective organizational skills with respect to administrative responsibilities, work distribution, attention to detail and thoroughness
- Ability to plan, budget, organize and implement education programs
- Strong communication skills
- Ability to use basic computer software (Microsoft Office Suite)
- Bilingual in Spanish (preferred)
- Experience working with students from a variety of backgrounds and abilities (preferred)
- Familiarity and/or expertise in implementing inclusion efforts to programming (preferred)



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Duties & Responsibilities:

- **Oversee and ensure high-quality nature-based programming at The Conservation Foundation properties and partner locations**
 - Supervise, hire, and coordinate part-time education staff members and volunteers
 - Organize and deliver McDonald Farm programs, Mighty Acorns, summer camps, and other educational programs
 - Create and track program budgets; support fundraising efforts
 - Develop and execute marketing plan with Advancement Team
 - Oversee and ensure evaluation measures for youth education program

- **Expand and adapt TCF educational program offerings to meet the needs of local community partners and residents.**
 - Identify and create opportunities to expand programs
 - Participate in exploratory partnership meetings
 - Pilot and develop new partnerships and programs

- **Supervise and implement TCF summer camps**
 - Develop and plan half-day summer camp for elementary students at McDonald Farm
 - Support program staff in camp implementation
 - Manage staff budgets, supply purchasing, organization, and tracking
 - Coordinate daily drop off and pick up
 - Oversee all parent communications
 - Implement camp risk management and safety protocols

- **Other Duties and Responsibilities**
 - Maintain (purchase, clean, store) program equipment and supplies
 - Formulate and recommend policies and programs that guide The Conservation Foundation's environmental education efforts
 - Prepare quarterly Board Meeting reports and annual program reports
 - Participate in strategic planning efforts, staff meetings and trainings
 - Participate in TCF events and community activities as requested

Timeline:

Applications accepted on a rolling basis. Position vacant until filled. Estimated start date is mid to late March 2023.

The Conservation Foundation is committed to creating a diverse, equitable and inclusive environment where everyone is valued and belongs. We seek to be an organization where each individual thrives and where unique views, beliefs and perspectives are respected and celebrated.

The Conservation Foundation is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Please email resume and cover letter to:
Gindi Orloff, Vice President of Finance & Administration
Email: gorloff@theconservationfoundation.org

