



YOUTH ENGAGEMENT COORDINATOR

RISE (Rockaway Initiative for Sustainability and Equity) is a community-based organization in Far Rockaway (Queens), New York, that provides enriching youth and community programming to instill both individual and civil respect for nature and contributes to advancing social equity and the physical well-being of the Rockaway community.

RISE is seeking an experienced coordinator to oversee RISE's youth development programs. The Youth Engagement Coordinator will report directly to the Program Manager and is responsible for the development, implementation, and monitoring of effective youth programs to build greater awareness of RISE's mission.

The Youth Engagement Coordinator will implement Shore Corps, an internship program for high school students focused on environmental stewardship, civic engagement, and community planning.

DUTIES AND RESPONSIBILITIES

- Assist in the planning and implementation of RISE's youth development programs.
- Organize and coordinate scheduling and operations of the program Shore Corps.
- Teach lessons geared toward high school youth about a variety of topics, including environmental conservation, urban planning, and food justice.
- Ensure a safe educational space while maintaining equipment and program supplies.
- Maintain all participant records, attendance, and payroll in digital and hard copy.
- Coordinate program development, curriculum documentation, and development of program assessment measures.
- Assist with program marketing/communications, including distribution of flyers, social media posts, and photos of work.
- Model appropriate communication with participants, families, and community members.
- Collaborate with the RISE team to ensure all program outcomes and deliverables are met.
- Provide crisis-intervention services and support for staff and participants, as needed.
- Practice and uphold proper safety protocols and social distancing onsite in response to COVID.
- Occasionally help plan, set up, and advertise for weekend community events, as well as attend them.

QUALIFICATIONS

- Bachelor's degree in environmental studies, education, youth development, biology, ecology, nonprofit management, community planning, or related field.
- Minimum of 2 years experience working with high school youth, preferably in outdoor settings.
- Proactive, enthusiastic, flexible, and willing to learn on the job.

- Superior organizational skills, ability to self-start, and self-motivate.
- Outgoing with others, can work as a part of a team, as well as independently.
- Must be able to engage in crisis-intervention activities and lead team-building activities.
- Experience working and/or living in the Rockaway community, preferred.
- Strong verbal, written, and computer communication skills. Bilingual in English and Spanish is a plus.
- Authentic commitment to the mission and values of the organization, a must!
- CPR, First Aid, Wilderness First Responder certifications, and water safety training preferred.

WORKPLACE CONDITIONS AND ENVIRONMENT

- We value team members and community partners from all backgrounds and cultures with different skills, abilities, and perspectives.
- We ensure that everyone has an opportunity to contribute to our mission fully.
- Ability to lift up to 20 pounds and to perform light physical activity.

RISE (Rockaway Initiative for Sustainability and Equity) is an Equal Opportunity Employer, M/F/D/V

This is a full-time position in Far Rockaway (Queens), New York, Monday through Friday, with occasional weekends for community events. Salary range is \$48K to \$52K, commensurate with experience. RISE offers a benefits package, including health care, vacation/sick days, and 401(K).

To apply, please e-mail a cover letter and resume to Executive Director Jeanne DuPont at jdupont@riserockaway.org.

Please note that this position is based at the RISE Center located at 58-03 Rockaway Beach Boulevard, Far Rockaway (Queens), New York. Please map our location before applying.