



Youth Programs Coordinator

Established in 1999, Allen Neighborhood Center (ANC) is a hub for neighborhood revitalization and for activities that promote the health, safety, stability, and economic well-being of residents and other stakeholders in the northeast quadrant of Lansing, MI. ANC's work in comprehensive and integrative community development has resulted in signature projects, such as the Hunter Park GardenHouse and Allen Market Place, in which Youth Service Corps and Take Root youth programs are organized. Our Youth Programs provide after school and summer programs—teaching job and life skills, nutrition and garden education. Take Root is a garden and nutrition education program for youth ages 5-10. Youth Service Corps is a job and life skills training program focused on food availability for youth ages 11-17. Youth Service Corps projects include:

- Garden-in-a-Box (2'x 2' garden boxes installed for neighbors to grow their own food).
- Edible Park (designated area of Hunter Park for neighbors to harvest herbs and fruit).
- Park Cart (create healthy food products in the Allen Market Place kitchen that are sold at the Allen Farmers Market June-August).
- Fruit Tree Project (harvesting and redistributing fruit from registered neighborhood fruit trees).

Youth Program hours are:

- School Year (September-May):
 - Youth Service Corps- Monday & Wednesday 3pm-6pm
 - Take Root- Tuesday & Thursday 4pm-6pm
- Summer (June-August)
 - Youth Service Corps- Monday, Wednesday, Friday 9:30am-12:30pm & Wednesday 2pm-7:30pm
 - Take Root- Tuesday & Thursday 9:30am-12:30pm
- Office hours are flexible between normal business hours M-F, 9am-5pm

Youth Programs Coordinator Activities

- Collaborate with the GardenHouse Director & other key staff to develop, promote, and facilitate robust youth programs: Take Root & Youth Service Corps.
- Manage Youth Programs by creating lessons on gardening, nutrition, and community service; planning field trips, creating recipes.
- Plan and facilitate youth-led food access community service projects based on needs of grant, neighborhood, and agency.
- Coordinate, supervise, track attendance and communicate schedules and plans with youth participants, their parents, interns and volunteers.
- Track program effectiveness through surveys, participation logs, and journals.
- Grant writing & fund development to support programmatic activities.
- Promote Youth Programs by creating outreach materials and scheduling outreach meetings.
- Provide instruction/mentoring to Youth Program interns and volunteers.

Minimum Qualifications

- 25 hours per week (Sept-May); 30 hours per week (June-August). View youth program times above.
- High school degree, GED certificate or agree to achieve GED within the year
- Minimum of 18 year of age, US citizen or permanent resident status
- Desire and ability to engage with a diverse group of youth of all ages, particularly those living in low-income distressed neighborhoods
- Ability to function independently and in a team environment
- Knowledge and experience in gardening and nutrition education
- Computer and organization skills
- Excellent written and oral communication skills

- Regular access to a vehicle for transporting youth program supplies
- Grant writing experience a plus

Position Begins

Early April 2017

Compensation Package

\$15.00/hour with modest benefits, including 3% employer match into retirement account, and proportional vacation & sick time.

Cover letter and resume due March 17, 2017.

Please make email subject: Youth Programs Coordinator Position

Please send applications to:

Rita O'Brien, Hunter Park GardenHouse Director
Allen Neighborhood Center
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517-999-3910; ritao@allenneighborhoodcenter.org