



Youth Programs Coordinator

Established in 1999, Allen Neighborhood Center (ANC) is a hub for neighborhood revitalization and for activities that promote the health and well-being of Lansing's Eastside community and other stakeholders. ANC's work in comprehensive and integrative community development has resulted in signature projects, such as the Hunter Park GardenHouse and Allen Farmers Market, in which *Youth Service Corps* and *Take Root* youth programs are organized.

Our two Youth Programs, held after school and during the summer, teach job and life skills, nutrition, culinary, and gardening 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'x2' 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 Programs Coordinator Activities

- Plan and facilitate *Take Root* and *Youth Service Corps* community service projects (e.g., Edible Park, Park Cart, etc.)
- Coordinate, supervise, track attendance and communicate schedules and plans with youth participants, their parents, interns and volunteers.
- Create lessons on gardening, nutrition, cooking, and community service; plan field trips.
- Track program effectiveness through surveys, participation logs, and journals.
- Collaborate with the GardenHouse Manager & other staff to develop, promote, and facilitate robust youth programs. Create outreach materials; plan/attend outreach events.
- Occasional grant writing & fund development to support programmatic activities.
- Provide instruction/mentoring to Youth Program interns and volunteers.

Minimum Qualifications

- 20- 25 hours per week, including 8-10 hours in-class and balance on planning/administrative

- 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 and backgrounds.
- 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 January 2018

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 December 10, 2017.

Please make email subject: Youth Programs Coordinator Position

Please send applications to:

Joan Nelson, Executive Director

Allen Neighborhood Center

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