



To create healthy and resilient communities, Ironwood Tree Experience (ITE) makes it possible for young people to engage with the natural world and be stewards of the environment.

YOUTH DEVELOPMENT MANAGER POSITION DESCRIPTION

Position Title: Youth Development Manager

Status: Full-Time Salary \$37,500 - \$41,600 (Exempt)

Start Date: May and June, 2021 - Limited hours for orientation and training; Full-time - July 1, 2021

Position Overview: To meet the organization's strategic goals and objectives, the Youth Development Manager (YDM), works closely with youth, ages 14-20, to strengthen their sense of place through community-based programs and events in ecology, natural and cultural history, community action, and environmental stewardship. This position requires the YDM to interface closely with the Executive Director and Program Manager, other staff, interns, and volunteers and community members as necessary. The YDM will report to the ITE Executive Director.

Primary Responsibilities and Duties

To meet the strategic goals and objectives, the YDM will manage a scope of work that entails these primary responsibilities:

1. Youth Outreach, Engagement, Retention
2. Youth Mentorship, Instruction, Support
3. Youth Leadership and Voice
4. Extended Opportunities

Youth Outreach, Engagement, Retention

- Co-develop and implement an outreach and recruitment plan and schedule to meet recruitment goals
- Co-produce and distribute program and event materials and announcements
- Coordinate all youth/parent inquiries, notifications, and announcements
- Maintain onboarding materials, spreadsheets/folders of youth contact and portfolios of participation
- Participate regularly in youth programs and events
- Cultivate relationships with youth, parents and families, community partners and teachers to support and leverage outreach and engagement opportunities.
- Co-produce evaluations and testimonial materials for youth participants
- Administer and manage evaluations and portfolios of participation and youth biographies

Youth Mentorship, Instruction, Support

- Mentor and supervise ITE youth leaders as they participate in ITE programs and events
- Instruct program lessons and event activities as planned in collaboration with the Program Manager
- Support ITE programs in collaboration with the Program Manager
- Manage the development of youth leaders in the Youth Action Corps, Alumni Network, and Extended ITE.

Youth Leadership and Voice

- Orient, facilitate, and train ITE youth leaders for mentorship and events
- Maintain strategies to gather, manage, and utilize youth experiences and testimonials using the ITE website, social media, videos, photos, questionnaires, focus groups, audio, or other activities.
- Co-develop and manage the strategies to recognize, incentivize, and amplify youth experiences and voices (internally to ITE and externally in the community).
- Match youth experiences and testimonials with organizational needs and events.

Extended ITE

- Manage aspects necessary to develop and organize the extended opportunities for ITE youth with
 - academics
 - volunteer/paid internships
 - jobs, career preparedness
- Cultivate and collaborate with partners to support and leverage extension opportunities for youth

Other important responsibilities and duties

- Develop and manage a youth development action plan using the scope of work items 1-4.
- Participate in the strategic planning of program and event goals and objectives and schedule.
- Support data collection of all programs, events, and youth activities.
- Participate in regular staff, guild, and debrief meetings.
- Represent ITE in a professional manner at community or promotional events, fundraising campaigns, or educational workshops or coalitions.
- Collaborate and build a professional rapport with ITE staff, partners, advocates, and Board of Directors when possible and appropriate for all programs and assigned events.
- Participate in organizational efforts to advance mission and vision and important initiatives.

Required Qualifications

- Understand, connect with, and promote the ITE mission and vision and core values.
- Professional experience in youth mentorship or development, education, program or project development and management, or other related fields.
- Professional experience working within an educational setting, nonprofit organization, youth organization (primary audience of youth ages 14-20), or community service program.
- Academic degree in a field compatible with the scope of this position and to the ITE mission and service.
- Familiarity with ecology, natural history, cultural history and environmental stewardship,
- An understanding of the intersectional principles of equity, justice, and environment.
- Experience with outdoor recreation or education in hiking, camping, backpacking or other related activity.
- Ease of use of Google Drive (Docs, Sheets, Forms, etc.), Microsoft Office, Adobe Photoshop or online graphic services such as Canva or Adobe Spark, e-marketing services such as MailChimp.
- Writing proficiency for generating organizational and program materials, announcements, and reports.

Preferred Qualifications

- Knowledge of the Tucson community, especially other non-profit organizations, educational institutions, and other programs related to ITE.
- 2-4 years of professional experience working in youth mentorship or development, education, program or project development and management, or other related fields.
- Fluent Spanish speaker

Benefits and Compensation

- 2 Major Holiday days paid.
- A full-time employee is eligible for an accrued PTO (paid time off) for 2-week paid time off (based on current position pay rate, prior approval by Supervisor, and no carryover after one year from the start date of the position change.)
- FT HRA benefits available

A typical work week: Tuesday-Saturday

- Administrative - attend staff meetings, youth database management, youth portfolio development
- Planning/Partnership - coordinate youth engagement, review the FLP (field lesson plan) and risk management plan, YDP (youth development plan) Review, community partner youth opportunity meetings
- Preparation for programs or events- prepare for 1 or 2 programs or YAC workshops each week.

Thank you for your interest. For more information please contact
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