Youth Engagement Coordinator

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

RISE is seeking a full-time, experienced professional to provide vision and leadership for the organization's youth programs. The Program Coordinator is responsible for overall program development, implementation and monitoring of effective, environmental stewardship and programs to build greater awareness of RISE’s mission and strengthen the impact our work.

DUTIES AND RESPONSIBILITIES:
• Assist in the planning and implementation of RISE’s youth engagement programs
• Organize and coordinate scheduling and operations of the Shore Corps program
• Teach lessons based on a variety of topics such as environmental conservation, urban planning, food justice and digital media geared towards high school youth
• Ensure a safe educational space (in person and virtually) 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 on-site in response to COVID
• Help plan, set up and advertise for weekend community events, as well as attend them

QUALIFICATIONS
• Possess a Bachelor’s in environmental science, social justice, education, youth development, biology, ecology, non-profit management, community planning, or related field.
• Minimum 1 year experience working with youth in outdoor settings, preferred. You should have some experience working with, coaching, or mentoring youth, ages 14-24
• Experience teaching or learning in a virtual environment
• Authentic commitment to the mission and values of the organization, a must!
• Proactive, enthusiastic, flexible, and willingness to learn on the job.
• Superior organizational skills, ability to self-start and self-motivate.
• Outgoing with others, and 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 a plus.
• CPR, First Aid, Wilderness First Responder certifications, and water safety training preferred.

This is a full-time position Monday – Friday with some weekends for community events. Salary is commensurate with experience. RISE offers a benefits package including health care, vacation/sick days, and 401k.

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

Please email resume and cover letter to Executive Director Jeanne DuPont at: jdupont@riserockaway.org.

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 lbs. and to perform light physical activity

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