



EMPLOYMENT OPPORTUNITY

KYCC is committed to meeting the needs of the multicultural Koreatown community. KYCC's Environmental Services Unit is dedicated to creating a safe, healthy and beautiful Koreatown.

KYCC's Summer Youth Environmental Stewardship program employs at-risk youth living in Los Angeles to work with our Tree Planting and Graffiti Removal crews during the summer. Youth will show their city pride while getting hands-on experience over the course of nine (9) weeks.

We have been serving our diverse community for 40 years, and if you're passionate about making a lasting impact in the community through engagement and beautification, we'd like to meet you.

Summer Environmental Youth Program Supervisor (Temporary, Part-time, Non-exempt)

Unit: Environmental Services **Reports To:** Environmental Services Manager **Positions Available:** 1
Posting Date: 5/15/15 **Salary:** \$16.00 per hour

Summary: Under the direction of the Environmental Services Manager, the Summer Youth Program Supervisor oversees the Youth Environmental Steward program. The Summer Youth Program Supervisor shall supervise the day-to-day tasks assigned to the Youth Environmental Stewards, in coordination with the entire Environmental Services staff, in an effort to achieve the short and long-term goals of KYCC's Environmental Services Unit including, but not limited to, tree planting and maintenance, graffiti removal, research on Koreatown environmental issues, and door-to-door outreach and education to community members. Reliability and quality of work will be emphasized. **This is a temporary, part-time, non-exempt position working 20 hours weekly, Wednesday - Saturday. Shift times are 6:30 am - 3:00 pm, and 2:30 pm - 6:30 pm, depending on the workday. This program starts on June 11, 2015 and will end on August 8, 2015.**

Per city requirements, the Summer Youth Program Supervisor candidates **MUST** live in the City of Los Angeles.

Duties / Responsibilities:

- **Daily coordination of Youth Environmental Stewards:**
 - Foster teamwork and collaboration;
 - Represent the values of KYCC in the community;
 - Coordinate daily work tasks with program coordinators;
 - Notify the Environmental Services Manager of any disciplinary issues;
 - Keep accurate records of daily sign in sheets;
 - Ensure staff arrive to work on time and prepared for the day; and
 - Maintain safety standards of staff and a safe work environment.
- **Ensure all Youth Environmental Stewards are maintaining the standards set by the Tree Planting Coordinator:**
 - Plant and maintain trees by International Society of Arboriculture and Los Angeles City Urban Forest Division standards;
 - Give community members accurate information on trees and the tree planting program; and
 - Verify necessary paperwork of tree planting projects is completed in an accurate and timely manner.
- **Ensure all Youth Environmental Stewards are maintaining the standards set by the Graffiti Abatement Coordinator:**
 - Remove all graffiti in the manner required by the Los Angeles City Office of Community Beautification;
 - Share 311 reporting information with community members; and
 - Verify closed out graffiti request paperwork is completed accurately and in a timely manner.



Duties / Responsibilities continued:

- **Research:**
 - Ensure accurate data is collected for a study on the air quality of Koreatown; and
 - Ensure accurate data is collected for Los Angeles Urban Forest research project studying the trees of local Koreatown city parks.
- **Attend relevant meetings and trainings; and**
- **Other program, administrative and clerical duties as assigned by the supervisor.**

Minimum Requirements / Qualifications (All applicants MUST meet the minimum qualifications):

- High School Diploma or equivalent;
- Ability to organize and prepare documentation in a timely manner;
- Strong commitment to working with a multicultural community;
- Strong interpersonal, organizational, written and communication skills;
- Ability to work collaboratively with others and a willingness to participate fully in the team process
- Self-directing and ability to work independently as required;
- Proof of eligibility to work in the United States; and
- Physical Requirements: Able to lift 50 lbs., seeing to inspect the field and written documents; ability to communicate with KYCC staff, affiliates, clients and public; sitting for extended periods of time; and dexterity of hands and fingers to operate office equipment.

Desired Qualifications:

- Experience in supervision and understanding of group dynamics; and
- A strong interest in trees, nature, urban planning or similar field.

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