



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, Full-time, Non-exempt)

Unit: Environmental Services

Reports To: Community Engagement Coordinator

Positions Available: 1

Posting Date: 5/12/20

Salary: \$16.00 per hour

Summary: Under the direction of the Community Engagement Coordinator, the Summer Youth Program Supervisor performs outdoor, hands-on activities with Summer Youth Environmental Stewards in addition to assisting KYCC's Tree Planting and Graffiti Removal Program. This position 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, supporting clean streets program, tree planting, graffiti removal, and virtual outreach and education to community members. This is a **temporary**, full-time, non-exempt position working 40 hours weekly, Tuesday - Saturday. Depending on the workday, shift times may vary. **This program starts June 2020 and will end in August 2020.**

Per city/program requirements and scope of work, the Summer Youth Program Supervisor candidates MUST live in the City of Los Angeles and be in the age range: 21-24 years.

Duties / Responsibilities:

- **Supervise Summer Youth Environmental Stewards by:**
 - Supervising the Summer Youth Environmental Stewards and ensuring tasks are being carried out properly.
 - Developing Summer Youth projects and activities to cultivate soft skills and environmental knowledge in the context of community work.
 - Coordinating with other KYCC departments for Summer Youth professional development and engagement.
 - Enforcing all safety and social distancing protocols due to COVID-19.
- **Support Environmental Services Unit by:**
 - Inputting relevant Environmental Services project data.
 - Engaging residents for the virtual tree adoption program through phone calls, recording tree species requests and other property info.
 - Inventorying trees throughout Koreatown and recording appropriate info.
 - Aiding in supplemental virtual community outreach for ongoing projects and goals.
- **Support various Environmental Services programs by:**
 - Clearing streets, alleys, and other identified areas of all weeds and litter and safely disposing of trash.
 - Performing graffiti removal to the standards set forth by the Graffiti Lead and the City of Los Angeles of Community Beautification.
 - Performing tree maintenance by properly watering, removing weeds, adjusting stakes and ties, and establishing water basins.
 - Following all safety measures including wearing a safety vest and placing cones around the work vehicle when parked.
 - Keeping accurate records of all outreach activities and field work.



- **Provide responsible handling of KYCC vehicles:**
 - Ensuring that each vehicle driven is road worthy, safely loaded and that all safety devices are in good working order.
 - Ensuring that the assigned vehicle is cleaned at the end of each shift.
- **Attend relevant meetings and trainings.**
- **Other program, administrative and clerical duties as assigned by the supervisor.**

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

- Strong interest in trees, nature, urban planning or similar field.
- Ability to organize and supervise a group of 3 to 6 youth employees in person.
- Ability to virtually organize and supervise a group of 6 to 12 youth employees.
- Ability to use Microsoft Word, Excel, PowerPoint, and other database programs.
- 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.
- Valid Class C California Driver License.
- Proof of eligibility to work in the United States.
- 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.

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