



Youth Leadership Coordinator Position Description

Full-Time, 1 Year Term, Benefited

Estimated Date of Hire: June 15, 2019

Summary:

The Wild Center's Youth Climate Program (YCP) seeks a motivated Youth Leadership Coordinator to coordinate youth-driven activities. As The Wild Center's signature program, the YCP works globally to convene and empower young people to take climate action in their schools and communities. Mentoring and engaging with high school and college students is a core component of this position, and includes, but is not limited to: coaching on public speaking communication, leadership, climate action planning, organizational, and project management skills, as well as providing college advice, grant/scholarship opportunities, and general project resources. Chaperoning relevant conferences, field trips, and trainings is also a major component of this position.

Additionally, the Youth Leadership Coordinator will focus on planning and implementing the Adirondack Youth Climate Summit, a 200+ person event that empowers young people to learn about climate change and design climate action plans in school teams. The model for this event has now spread to over 35 locations around the world. After the Adirondack Youth Climate Summit, the Youth Leadership Coordinator works to support student climate action plans throughout the region, including managing a mini-grant program, coaching students for presentation opportunities, assisting with youth-defined needs, and managing an annual Youth Climate Leadership Retreat. This position also includes planning and chaperoning youth trips to climate events in various locations. The Youth Leadership Coordinator will also manage a monthly email newsletter, social media, and other program communications. This position works in a team environment with The Wild Center staff, Youth Advisory Board, and other youth leaders. Since the YCP is a model for similar initiatives around the world, it is of utmost importance that all YCP events, programs, and products are as high-quality and professional as possible.

Responsibilities:

- Lead on planning the annual Adirondack Youth Climate Summit
- Mentor high school and college students on implementing climate action plans in their school and communities, with a focus on supporting youth-driven ideas
- Develop and refine youth leadership programming and opportunities for regional students
- Manage a mini-grants program to support youth-led climate action plans
- Maintain and refine a strong youth climate leadership network, communicating effectively and clearly with schools, universities, colleges, community partners, and other partner organizations.
- Manage digital marketing, including the creation and publication of new content across all social media channels, monthly e-newsletter and address other marketing and communication needs as they arise
- Plan and chaperone youth trips to youth climate summits and other climate education events, including preparing students to lead presentations and workshops
- Maintain accurate documentation of the Youth Climate Program

- Assist with The Wild Center's Teen Educator summer program
- Assist with and contribute to climate education programming at The Wild Center for visiting groups and the general public
- Participate as an active member of the Youth Climate Team and The Wild Center staff
- Other duties as assigned

Qualifications:

- An undergraduate degree or higher in a related field, or equivalent experience
- A minimum of 2 years direct experience working with high school students
- A desire to help young people find their passions, overcome challenges, and become leaders
- Background knowledge in climate change science, impacts, solutions, and current trends
- Experience with event planning
- Confident and comfortable with public speaking to diverse audiences
- Exceptional organization and time management skills
- Exceptional interpersonal communication skills
- Competency with Google Suite and social media platforms, including Instagram and Snapchat
- A high degree of professionalism and attention to detail
- Confident working in a collaborative, fast-paced team environment
- Independent and able to self-define responsibilities in an unstructured work environment
- A sense of humor and a positive attitude

Physical Demands: Requires occasional outdoor work.

Supervisor: Director of Climate Initiatives

Schedule:

This is primarily a Monday-Friday schedule based on a 35 hour work week. Significant travel is required, both regionally and outside of New York State. Weekend and evening work will be required, as well as long days during travel and events involving chaperoning youth. Drivers license required.

This is a full-time, salaried non-exempt, one-year position including benefits with possibility of renewal.

To Apply:

Please [click here](#) to fill out the Youth Leadership Coordinator Application via Google Forms. Specific application instructions are included in the form.

Estimated Start Date: June 15, 2019

Application Closing Date: May 15, 2019

The Wild Center is an Equal Opportunity Employer