



Green City Force

Title: Service Coordinator

Position Type: Full-time, Hourly

Reports to: Program Manager

The Service Coordinator is responsible for supervising, coordinating, motivating, and leading teams of 7-14 young adults between the ages of 18-24, all residents of the New York City Public Housing Authority (NYCHA) enrolled as AmeriCorps members.

The Service Coordinator is responsible for ensuring that service delivery, support of Corps Member development goals, and Eco-Hub operations including farm production needs are met on a day to day basis. Corps Members perform a range of service activities that include the construction, maintenance, and harvesting of urban farms across New York City, and educating NYCHA residents about key sustainability initiatives both at Eco-Hub sites and other NYCHA developments. The Service Coordinator position is based primarily in the field and will be required to use mobile devices and laptops to communicate with other staff and complete requisite documentation and paperwork.

KEY RESPONSIBILITIES

1. Supervise a team of 7-14 AmeriCorps Members engaging in service, training, and a range of professional development opportunities.
2. Coach and hold Corps Members accountable toward fulfillment of their personal development, service commitment, and career/college goals and adherence to disciplinary policies. Communicate disciplinary issues to Program Manager and maintain records on Corps Member performance and development to support completion of IDPs.
3. Reinforce service-learning and work readiness goals by modeling exemplary professional attitude, demeanor and performance
4. Work with Program Manager and Operations team to plan and carry out team scheduling and support the delivery of educational and training modules to Corps Members. Manage paperwork regarding Corps Member attendance and daily service activity hours.
5. Serve as a liaison between GCF and community partners and individuals. Model good relations and appropriate interactions with clients and other community members, and cultivate new partnerships. Serve as GCF representative at community-based meetings.
6. With service of Corps Members, execute on engagement and education to NYCHA residents and community stakeholders on various sustainability initiatives and programming, including conducting outreach to attract community members to programs and service projects and increasing participation of residents.
7. With service of Corps Members, collect and maintain both resident data and farm records - collect data, input data on paper and digital logs, and ensure accuracy.

8. Work with Program Manager and Operations team to support the coordination of volunteers at the farm (including corporate volunteers) and ensure farms have necessary materials for all volunteers
9. Work with Program Manager and Operations Team to ensure safe work environment, ensure standard signage is present at all Eco-Hubs and ensure all equipment is secured and maintained.
10. With Operations team, coordinate logistics for site deliveries, farm plan, farm production needs, etc.
11. With support from Operations team, manage planting, maintenance, and harvesting of the farm including, but not limited to soil amendment and cultivation, digging, mulching, watering, raking, weeding, pruning, seed sowing, planting, composting, harvest collection and distribution.
12. Provide weekly, or as needed, photo updates and brief narrative reports on progress of farm production, resident engagement, and other sustainability initiatives.
13. Work with Managers and partners to plan, support and lead educational activities held on the Eco-Hubs including scheduling, preparation for visits, and creation of education materials, lesson delivery, and evaluation.

QUALIFICATIONS

Minimum requirements:

- Alumnus/alumna of Green City Force Service Corps
- Commitment to youth development, social and economic justice, and sustainable development; passion for Green City Force's mission
- At least 1 year of experience in sustainable agriculture, youth development, national service, sustainability sector, community organizing in low-income communities, construction, or military
- Previous demonstrated effective leadership role with young adults ages 18 – 24 from public housing or other low-income communities
- High level of professionalism, integrity, work ethic, accountability and responsibility
- Highly organized self-starter; ability to take direction, structure tasks, establish priorities and set goals
- Ability to solve problems, mediate conflicts and exercise sound judgment
- Excellent communication skills, strong interpersonal and motivational skills, excellent collaborative and teamwork skills
- Enthusiasm for, and personal commitment to, healthy sustainable living choices.
- Direct experience living and/or working in public housing communities.



ABOUT THE ORGANIZATION

Green City Force (GCF) is an AmeriCorps program that engages young adults who reside in New York City Housing Authority (NYCHA) communities in national service and work experiences related to the environment. In doing so, we prepare them for sustainable careers, while serving to make public housing communities more sustainable and healthier, creating the green city we want to see. Green City Force's large-scale service initiatives reach thousands of residents while creating a platform for our members to grow and lead. Through Farms at NYCHA, GCF teams build urban farms, grow and distribute over 20K pounds of organic produce in six public housing communities across the City. Love Where You Live has reached tens of thousands with sustainability education in homes. Since 2016, we have been expanding our social enterprise to create employment pathways for GCF graduates into good jobs in the clean energy sector. GCF's EmPower team, entirely graduate-staffed and led, won a State-wide excellence in 2018 and GCF's Illuminators are helping to retrofit NYCHA home by home. GCF graduates, who number over 500, are employed in leading companies in the clean energy and urban agriculture sectors.

To learn more, please visit <http://greencityforce.org/> People of color, people with disabilities, veterans and LGBTQ candidates are strongly encouraged to apply. Green City Force is committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities. Green City Force is an equal opportunity employer and does not discriminate in its employment decisions, in accordance with state and federal law. GCF is an Employer of National Service. We recognize the value of skills gained during national service and alumni of national service programs are encouraged to apply.

COMPENSATION: Competitive salary, medical & dental benefits, generous leave package.

TO APPLY: Please submit your resume and cover letter to jobs@greencityforce.org