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| <b>Job Title:</b>          | <b>Youth Development Educator</b> | <b>Department:</b>      | STEAM Farm Program     |
| <b>Level/Salary Range:</b> | \$40,000                          | <b>Position Type:</b>   | Full Time – Year-Round |
| <b>Department/ Group</b>   | Farm/Education                    | <b>Job Code/ Req#</b>   | 000334                 |
| <b>HR Contact:</b>         | FHC Kyla Jefferson                | <b>Date posted:</b>     | As Needed              |
| <b>Train Applicant(s):</b> | Yes                               | <b>Posting Expires:</b> | When Filled            |

**Applications Accepted By:**

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| <p><b>E-MAIL:</b></p> <p><a href="mailto:Kyla.jefferson@felegehiywot.org">Kyla.jefferson@felegehiywot.org</a></p> <p>Subject Line: Job Application</p> <p><b>Attention:</b> Kyla Jefferson</p> | <p><b>MAIL:</b></p> <p>Felege Hiywot Center<br/>1648 Sheldon St<br/>Indianapolis, IN 46218</p> |
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**Job Description**

**SUMMARY**

We are seeking a high-energy, driven individual to join our team as an educator in our Self-Enrichment educational programming at Felege Hiywot Center (FHC). This Youth Development Educator position will require a candidate to have a collaborative mindset backed by self-motivation, confidence, and strong communication skills to manage the relationship between participants and the system. Tasked with the responsibility of supervising partner educators, youth leaders, volunteers, and university interns, this position requires consistent and timely contact with supporting education partners as well as collecting and communicating data to maintain grant-funded initiatives. The Youth Development Educator will practice management skills with younger student staff and the planning and development of curriculum in partnership with the STEAM Farm Manager & Educator. This will require fostering an environment that focuses on youth development and creating a sense of community. This position reports directly to the STEAM Farm Manager & Educator.

Candidates who apply for this position should understand that the dynamic of FHC requires all participants, from the youth to the staff, to grow their capacity and build upon themselves through their experiences. Candidates for the Youth Development Educator position will receive site-level training specific to existing FHC tasks and systems, as well as opportunities to develop or better understand skills that are familiar but unpracticed.

**Responsibilities**

- Contribute to a strong administrative team: work with FHC partners, volunteers, FHC Board of Directors, etc.
- Instruct students individually and in groups, using various teaching methods, such as lectures, discussions, and demonstrations.
- Modify teaching methods and instructional materials to meet students' varying needs and interests.
- Prepare students for further development by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Observe students' strengths to determine qualifications, abilities, interests, and other characteristics, and use those strengths to guide them work on any limitations the youth might feel they have.
- Maintain accurate and complete student records as required by administrative policy
- Identify, assess, and inform the STEAM Farm Manager & Educator of potential issues that affect the overall program.
- Foster effective teamwork between the education team, FHC administration, and partner educators
- Abide by all FHC frameworks as approved by the Executive Director and as noted in the staff handbook as well as all appropriate legislation and regulations.



- Maintain ongoing, consistent communication with FHC leadership
- Actively engage and energize FHC volunteers, partner educators, youth leaders, and staff.
- Support and evaluate as necessary any FHC staff, volunteers, partners, or others assisting FHC programming
- Foster good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization.

#### **Program planning and system management**

- Manage the STEAM and Job Ready, and Civic Engagement educational programs for FHC: Coordinate with STEAM Farm Manager & Educator to plan and develop lesson plans and curriculum for FHC programming.
- Direct the STEAM Summer Program for 8-12th grade students, ensuring participants follow the curriculum, develop an understanding of environmental practices, engage in required tasks, and maintain the FHC's green spaces.
- Supervise the STEAM Summer Program Camp counselors.
- Teach Job Ready skills and guide and monitor how students apply their skills during farm work.
- Manage the afterschool program in collaboration with education partners.
- Design and implement effective, codified systems for operationalizing FHC's Summer and year-long program.
- Contribute to the organization's mission and reflect the priorities of FHC.
- Be prepared to plan, implement, execute, and evaluate special projects.
- Follow all guidelines in writing and documenting the program outcomes for timely grant reporting.

#### **QUALIFICATIONS, EDUCATION REQUIREMENTS AND PREFERRED SKILLS**

The Youth Development Educator will be thoroughly committed to the FHC mission. A candidate should have proven leadership and relationship management experience. Concrete demonstrable experience and other qualifications include:

- A degree in education or the STEAM field is preferred with a track record of effective leadership.
- Experience in training, coaching, and developing others.
- Modest knowledge of, or willingness to learn about, vegetable production, gardening, or relative agricultural practices.
- Excellence in organizational management, goal setting, and an ability to manage multiple tasks.
- Strong written and verbal communication skills and interpreting the meaning of information for others.
- Ability to work effectively in collaboration with diverse groups of people.
- Knowledge of current community challenges and opportunities relating to the mission of the organization.
- Outgoing, energetic, and confident leading large groups of students.

#### **ADDITIONAL NOTES Working Conditions, Work Environment and Physical Requirements:**

- *The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.*
- The Youth Development Educator usually works in non-standard workplaces and will frequently be required to complete physically demanding tasks in both fair and foul weather.
- The Educator is scheduled for a Tuesday - Saturday work week, but additionally, may work evenings, weekends, and any additional hours necessary to accommodate activities such as after school programming at Partner's site, public meetings, and representing the organization at public events.
- Applicants must be eligible to work in the United States.

***This job description in no way states or implies that these are the only duties to be performed by this employee. FHC Employees will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director or appropriate administrator. Felege Hiywot Center reserves the right to update, revise or change this job description and related duties at any time.***