

## POSITION DESCRIPTION



<b>POSITION TITLE</b>	Indian Boundary Prairies Summer Youth Program Assistant
<b>JOB TITLE</b>	Conservation Practitioner II
<b>JOB FAMILY</b>	Conservation
<b>JOB NUMBER</b>	450002
<b>SALARY GRADE</b>	2
<b>STATUS</b>	Hourly
<b>DATE</b>	February 2019

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## A LITTLE ABOUT US

Founded in 1951, the Nature Conservancy is a global conservation organization dedicated to conserving the lands and waters on which all life depends. Guided by science, we create innovative, on-the-ground solutions to our world's toughest challenges so that nature and people can thrive together. We are tackling climate change, conserving lands, waters and oceans at unprecedented scale, providing food and water sustainably and helping make cities more sustainable. One of our core values is our commitment to diversity. Therefore, we strive for a globally diverse and culturally competent workforce. Working in 72 countries, including all 50 United States, we use a collaborative approach that engages local communities, governments, the private sector, and other partners. To learn more, visit [www.nature.org](http://www.nature.org) or follow @nature\_press on Twitter

## YOUR POSITION WITH TNC

The Indian Boundary Prairies Summer Youth Program Assistant will be based at the Conservancy's Indian Boundary Prairies, which is located in Markham, IL. The IBP Summer Youth Program Assistant reports to and assists the IBP Community Outreach Coordinator in developing and implementing a summer youth program designed to provide a holistic environmental/stewardship experience that will serve to form and/or enhance a connection to people and the natural world. The IBP Summer Youth Program Assistant will oversee 4-6 youth ages 14-18 for the seven week long (twenty-one day) program. This is an hourly, seasonal role that will run from April 1, 2019 to August 2, 2019. The IBP Summer Youth Program Assistant may, on a limited basis perform and participate in preserve operations. This is an hourly, seasonal role that involves three 8-hour days per week or 24 hours a week in total. The position will begin before the start of the youth program itself to allow for engagement planning, hiring and program evaluation. The wage for the position will be \$22.86 per hour.

## ESSENTIAL FUNCTIONS

The Indian Boundary Prairies Summer Youth Program Assistant will assist the Community Outreach Coordinator with Youth Program planning, curriculum development, recruitment, and hiring of youth interns. The Youth Program Assistant will oversee the youth program which will consist of on-site education, stewardship activities in the Indian Boundary Prairies, environmentally focused outings/trips, and recreational activities.

## RESPONSIBILITIES & SCOPE

- Will assist in planning, development and implementation of the IBP Youth Program.
- Will assist in the hiring of youth interns.
- Will lead and monitor youth interns.
- Will be responsible for the daily management and implementation of the youth program and interns to ensure participation, safety and compliance with the program and mandates of The Nature Conservancy.
- Financial responsibility may include working within a budget to plan daily activities and environmentally focused outings/trips and recreational activities.
- May network with diverse groups, including land owners, conservation partners, government officials, donors, board members and the general public to educate and encourage support for the interns, their communities the Indian Boundary Prairies and The Nature Conservancy programs/preserves.
- Troubleshoot and make sound independent decisions based on analysis, experience and context.
- May be outdoors in variable weather conditions under moderately physically demanding circumstances.

## MINIMUM QUALIFICATIONS

- High school diploma or GED and 1 year's training in science-related field or related experience in land management.
- Experience recognizing plant and animal species.
- Experience operating various types of equipment in a safe and efficient manner (e.g. Lawn mower).
- Experience working in a team environment.
- Must be able to obtain related licenses or certifications as required. (e.g. First Aid, CPR).

## DESIRED QUALIFICATIONS

- Multi-lingual skills and multi-cultural or cross-cultural experience appreciated.
- 1 or more years related experience in an environmental or social field and a general appreciation for nature.

- Some experience managing interns, volunteers, or entry level staff.
- Ability to function as a team member and complete tasks independently with respect to timeline(s), record keeping and other necessary administrative responsibilities.
- Working knowledge of common software applications (e.g.; Word, Excel, Web browsers).
- Communicating clearly via written, spoken and graphical means in English and other relevant languages.

## ORGANIZATIONAL COMPETENCIES

<b>Builds Relationships</b>	Builds productive relationships by interacting with others in ways that enhance mutual trust and commitment.
<b>Collaboration &amp; Teamwork</b>	Works collaboratively with stakeholders across levels, geographies, backgrounds, and cultures to improve decisions, strengthen commitment, and be more effective.
<b>Communicates Authentically</b>	Communicates proactively and in a timely manner to share information, persuade, and influence with the appropriate level of detail, tone, and opportunities for feedback.
<b>Develops Others</b>	Takes ownership to help develop others' skills, behaviors, and mindsets to help them maximize their workplace contributions.
<b>Leverages Difference</b>	Demonstrates commitment to harnessing the power of differences strategically; consistently sees, learns from, and takes strategic action related to difference; and demonstrates the self-awareness and behaviors to work across differences of identity and power respectfully and effectively with all stakeholder. Actively seeks to build and retain a diverse workforce and fosters an equitable inclusive workplace by drawing upon diverse perspectives.
<b>Systems Leadership</b>	Thinks and acts from a broad perspective with a long-term view and an understanding of 1) the dynamic nature of large-scale challenges and 2) the need for integrating five key practices: skillfully engaging appropriate people; providing a clear process for change; taking a holistic view of situations; focusing on a small number of strategic actions, while learning from and adapting them over time; and being aware of how one's own thinking or patterns of behavior may be limiting change.

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*This description is not designed to be a complete list of all duties and responsibilities required for this job.*

*The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of people of all genders with diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.*