Youth Programs Assistant
Position Announcement

Job Title: Youth Programs Assistant
Reports to: Bilingual Youth Programs Manager

Are you passionate about environmental education, youth development, and protecting the environment for future generations? Do you love introducing people to the outdoors and fostering deeper connections between youth and nature? Sonoma Land Trust seeks an enthusiastic environmental educator to support our suite of youth programs that connect young people from 7-18 with nature, conservation, and protected lands.

Sonoma Land Trust’s youth programs serve a diverse audience with broad cultural heritages, socioeconomic backgrounds, genders, and orientations. We encourage applications from candidates who reflect and value the audiences and populations we serve.

Overview
Under the direction of the Bilingual Youth Programs Manager, the Youth Programs Assistant assists in the planning, implementation, and facilitation of educational activities and curriculum for youth program participants. The youth programs portfolio includes elementary school fieldtrips, a teen conservation science and youth development program, and recreational summer camp.

The primary responsibilities include scheduling and facilitating in-person and virtual educational programs, supporting youth development activities and trainings for teens, and leading the implementation of the summer camp curriculum. Some programs are offered in Spanish, in which case this position will support program delivery by the Bilingual Youth Programs Manager. This position requires a combination of in-person office, virtual, and field work, with some options for remote work, as well as weekend and evening work as part of the regular schedule.

Primary Responsibilities

- Assist in the facilitation of in-person field trips to the Sonoma Baylands tidal wetlands, or virtually through videoconferencing platforms.
- Assist in coordinating and scheduling school field trips.
- Conduct pre-field trip classroom presentations at schools or virtually.
- Conduct outreach to schools, teachers, and administration in-person and/or virtually.
- Assist in conducting and developing workshops, field days and outings for the teen youth development program.
- Review and monitor data input for teen program research.
- Schedule, coordinate, and lead daily activities during summer camp.
- Lead hands-on nature, science, and team-building games and activities.
- Provide guidance, leadership, and support to all program participants.
- Participate in and provide supervision during water activities.
- Develop and maintain positive relationships with staff, program participants, and families.
- Track time for designated grants accurately.
- Track schools and participant information in program database.
- Track program metrics such as participant attendance and other data points.
- Provide safe and responsible transportation using Land Trust vehicles for program participants and staff.
- Other duties as assigned.
**Essential Qualifications**

- High school diploma, or higher, required.
- Background and/or experience in working with youth and group management with the ability to connect with young people in the classroom and outside of the school setting.
- Ability to be outgoing, enthusiastic, and motivational with participants.
- An enthusiasm for nature and connecting diverse audiences to the outdoors.
- Able to have positive and professional communication with school staff and colleagues.
- Ability to work independently and collaboratively.
- Ability to work outdoors during inclement weather, hike up to three miles per day over steep and rugged terrain and lift and carry up to 30 pounds.
- Must be able to ride a bicycle a minimum of four miles a day.
- Must be able to swim.
- Current certifications in CPR/First Aid training or higher required, or willingness to obtain.
- Competency with computer operations, specifically Microsoft Office Word and Excel, Box and Google Drive in a Windows environment, and familiarity with internet use and video conferencing platforms.
- Ability to work weekends and evenings.
- Ability to work remotely.
- Must pass the Live Scan fingerprint background check.
- Must have access to transportation and a valid California driver’s license.
- A passion for conservation and environmental issues.

**Preferred Skills and Experience**

- Education and/or experience with environmental education, public recreation and/or nature-based programming.
- Bilingual in Spanish/English strongly preferred.
- Lifeguard or water safety training certification.

**Mandated Reporter**

This is mandated reporter designated position. Sonoma Land Trust employees whose duties include direct contact and supervision of children are deemed “mandated reporters” under California law. Mandated reporters have certain specific reporting obligations in the event that they learn about, observe or reasonably suspect that a child has been the victim of abuse or neglect. Sonoma Land Trust provides mandated reporters with training in their rights and obligations under the Child Abuse and Neglect Reporting Act.

**Schedule, Salary, and Benefits**

This is a regular, full-time, 40 hour per week (non-exempt status) position. The hourly wage for the position is $20 - $22 per hour depending on experience and qualifications, including a pay differential for Spanish language proficiency.

Benefits include generous employer contributions to medical, dental and vision insurance plans. Employer contribution to retirement plan after 1 year of employment. Paid time off includes 15 paid holidays, paid vacation based on tenure and personal and parental leave in accordance with organizational policies and procedures.

This position is located at the Sonoma Land Trust office in Santa Rosa, California. Staff are working a hybrid model which allows them to work from their home off and SLT’s office or in the field. Some fieldwork required as well as evenings and weekend shifts.
**About Sonoma Land Trust**
Sonoma Land Trust works in alliance with nature to conserve and restore the integrity of the land, with a focus on climate resiliency. The organization is also committed to ensuring more equitable access to the outdoors. Since 1976, the non-profit Land Trust has protected over 57,000 acres of scenic, natural, agricultural, and open land for future generations. Sonoma Land Trust is accredited by the Land Trust Accreditation Commission and was the recipient of the 2019 Land Trust Alliance Award of Excellence. For more information, please visit the Sonoma Land Trust website.

We are passionate about building and sustaining an inclusive and equitable working environment that is representative of the communities we serve. We know that having varied perspectives leads to better outcomes to solve the complex problems of conservation, climate change, and environmental justice in Sonoma County. And to best serve the people of our community, we are taking the actions outlined in our **Diversity, Equity and Inclusion (DEI) Plan.**

**To Apply**
Please send a letter introducing yourself and a copy of your resume and contact information as a single .pdf to staffing@sonomalandtrust.org. Please: no phone calls, drop-ins, or paper applications.

Applications will be reviewed on a rolling basis.

**Sonoma Land Trust is an Equal Opportunity Employer**
We strive to create a diverse and inclusive organization and encourage applicants from all cultures, races, colors, religions, national or regional origins, sexes, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.