

Youth and Families Program Manager

Job Description

October 2022



Job Title: Youth and Families Program Manager
Status: Full-Time/ Exempt/ Regular
Reports to: Youth & Families Program Manager
Location: Main office in Wallingford, Seattle WA, with remote work options
Salary: \$53,000 - \$57,000 depending on experience, and Benefits

Tilth Alliance works in community with Washington farmers, gardeners and eaters to build a sustainable, healthy and equitable food future. Through our work we endeavor to promote and support the adoption of organic, regenerative, sustainable growing practices by farmers and gardeners throughout Washington; to make the food produced by these farmers and gardeners more accessible; and to inspire people to enjoy growing, cooking and eating food that is both good for them, for their communities, and for the environment. Equity, inclusion, and the promotion of a culture of anti-oppression are important outcomes expected of all the work we do.

The Youth & Families programs provide opportunities to engage with the interconnectedness of food, community and the environment. We welcome young people and their families to explore these interconnections and their own relationships with the natural world through hands-on and experiential learning activities on our farm and in our gardens, kitchen and wetlands. At Tilth Alliance, kids develop practical garden skills, learn about plants, insects, and the ecosystems on the lands and waters that we tend, and experience harvesting and cooking food they helped grow. The Youth & Families programs work to create culturally responsive programming that connects to young peoples' identities and knowledges, inspires curiosity, and provides spaces for young people to investigate and find joy in the garden and nature.

The Youth and Families Program Manager is responsible for overseeing the place-based garden & farm programming engaging young people ages 1 – 18 (focusing generally on ages 3-15) and their families. The Program Manager is responsible for all aspects of the Youth & Family programs including planning and logistics, supervision of program staff, program deliverables, program budget, and regular grant related reporting. Program Managers also support grant writing, work with funders as necessary, and works with Finance and Administration, Marketing, and Development to ensure program success. This person is focused, a good communicator, is flexible with a sense of humor, accountable, and has a desire to always keep learning.

JOB RESPONSIBILITIES

- Oversee existing Youth and Families Programs including Summer Camps, Field Trips, Service Learning events, After School programming, among others.
- Serve as Summer Camp Director
- Build relationships with partners, perform community outreach and engagement to bring youth, families, teachers, and schools into Tilth Alliance programs.
- Manage regular and seasonal staff working within the Youth and Families Program.
- Provide oversight of maintenance of the north and south Children's Gardens, using organic and sustainable methods.

- Contribute to and co-facilitate Garden Educator Workshops professional development with Youth & Families Program Director.
- Adapt and develop place-based, culturally responsive activities and lessons in alignment with Tilth Alliance and Learning in Places' philosophy and standards.
- Actively participate in Tilth Alliance's justice, equity, diversity and inclusion work, to ensure continual progress in being an anti-racist organization.
- Work with Communications Manager to effectively market and promote programs.
- Help identify grants that align with work, assist with grant applications, and provide reports.
- Oversee existing contracts and grants; scope and negotiate future contracts and partnerships.
- Ensure timely and successful achievement of and reporting on funding deliverables.
- Develop and manage a budget of approximately \$300,000.
- Create an inclusive & supportive working environment with co-workers, volunteers & partners.
- Attend staff meetings, speak publicly on behalf of Tilth Alliance, support events and other duties related to being a member of the Tilth Alliance staff.
- Identify areas of program improvement via community focus groups/feedback and implement those improvements.

REQUIRED SKILLS AND EXPERIENCE

- 3-5 years of experience working with youth.
- Experience teaching or facilitating in outdoor settings.
- Experience developing programming & curriculum for youth and families that is culturally responsive.
- Program management experience including staff supervision, planning, logistics, budgeting & reporting.
- Demonstrated experience ensuring justice, equity, diversity and inclusion are centered in youth programming.
- Strong organizational and time management skills.
- Strong computer skills. Proficient user of Microsoft Office software.
- Excellent verbal and written communication skills.
- Enjoy working outside.
- Experience working as a Summer Camp Director or similar position.
- Experience working with diverse audiences.

DESIRED EXPERIENCE

- Sincere passion for social, environmental and food justice.
- Community engagement background in the context of diverse populations.
- Farming and/or gardening experience, organic & sustainable methods preferred.
- Cooking & preparing food with youth experience.
- Knowledge of Next Generation Science Standards.
- Experience partnering with schools and school districts.
- Experience facilitating programs and/or trainings for adults.
- Youth Development expertise.

- Teaching Certification is a definite plus.

OTHER QUALIFICATIONS

- Must be fully vaccinated including booster against Covid-19, (verified post-offer)
- CPR, First-aid certified, and Washington Food Handlers permit within 2 weeks of hiring.
- Have reliable transportation to transport self and materials between work locations.
- May occasionally lift 30 pounds.

This is a full-time, exempt position. The typical work week will be Monday-Friday, with occasional Saturdays, Sundays, or evenings. It is based at the main office in Wallingford with flexible options for some remote work. Some travel will be required between the Wallingford office, the Rainier Beach location, other programming or school locations generally in Seattle.

BENEFITS

This role is eligible for benefits including medical, dental, and vision insurance; employee-funded Flexible Spending Account for qualified childcare, healthcare, and transportation expenses; paid vacation, sick, and holiday time. Tilth Alliance vacation policy allows for accrual of 15 days in Year 1 (and increases with service longevity). Rather than Tilth Alliance prescribing a standard list of Holidays, each year an employee selects 10 dates they wish to designate as paid holidays – enabling them to celebrate personal, cultural, religious, or other significant events. A cross-staff committee regularly reviews organizational employment policies through an equity lens. Employees are offered access to a wide range of Tilth Alliance classes for no charge, depending on availability.

How To Apply

Please submit a letter of interest and resume in PDF or Word format outlining your experience with the requirements listed above and why you are interested in this position. Email all materials to hr@tilthalliance.org with the subject line "Youth & Families Program Manager." Applications will be reviewed as received & interviews will begin as needed. Position is open until filled. No phone calls please.

In 2020 - 2022, we have implemented policies in line with state standards such as potentially requiring participants to wear masks, limiting group sizes, and holding programming outdoors or online to ensure safety amidst the Covid-19 pandemic. Our approach will be evaluated on an ongoing basis with state health guidelines and City of Seattle protocols in mind. Staff members working on city managed contracts are required to be up to date with Covid-19 vaccinations.

Tilth Alliance is proud to be an equal opportunity workplace dedicated to cultivating a diverse and inclusive work environment. We believe that diversity is essential to achieving our mission. Tilth Alliance is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law. Women, people of color, and individuals from under-represented communities are strongly encouraged to apply.

The job description does not constitute a written or implied contract of employment. Tilth Alliance reserves the right to revise or change job duties and responsibilities as the need arises. Requirements are representative of minimum levels of knowledge, skills, and experience required.