



a program of the  
**Windham Regional Community Council, Inc.**  
872 Main Street • Willimantic, CT 06226  
(860) 423-4534 x312 phone • (860) 423-2601 fax  
[www.growwindham.org](http://www.growwindham.org)



**AVAILABLE POSITION:**  
**Part-Time Youth Program Coordinator**  
GROW Windham, Willimantic, CT

GROW Windham, a program of the Windham Regional Community Council, Inc., is seeking an experienced youth and community/food system advocate to coordinate the Windham Youth CORE (“Cultivating Opportunity, Resources, and Education”), GROW Windham’s high-school youth program. The coordinator will work with the support of the GROW Windham CT Food Justice Project VISTA Service Member, under the supervision of the Director of GROW Windham, and in close collaboration with local schools and other community partners.

**About the Windham Youth CORE:** The Windham Youth CORE (WYC) is a year-round, youth-led program that supports high-school youth to develop leadership, workforce, problem-solving and advocacy skills as they develop community enterprises that improve local food-security and promote social justice. WYC enterprises include: maintaining the WYC youth garden; selling produce at the Willimantic Farmers’ Market; making and selling WYC Sofrito; community engagement; teaching gardening and nutrition to K-5 youth; and participating in a regional network of youth advocates. The Academic Year program involves two monthly workdays, outreach at community events, and monthly social gatherings; the intensive summer program is comprised of a four-week training program followed by a two-week internship, during which participants work in pairs at partner sites to develop independent workforce skills and support WYC activities. WYC participants earn a stipend based on their fulfillment of the workforce standards outlined in their contract.

**Job Responsibilities.** The Youth Program Coordinator will be responsible for the planning, implementation, and administration of Youth CORE activities. This includes:

- Facilitating WYC youth leaders and mentors to plan and implement workdays, community outreach activities, and monthly “hangouts” for both the Academic Year and Summer Programs;
- Recruiting Youth CORE members for the Academic Year and Summer Programs;
- Building and maintaining partnerships with community partners and local schools and universities to support the program;
- Program administration and record-keeping, including youth participant payroll, curriculum documentation, and program evaluation.

**Ideal Qualifications.** The ideal candidate will demonstrate the following:

**Skills and Knowledge.**

- Experience working with youth in formal and/or informal educational settings
- Experience building relationships in diverse communities
- Clear written and verbal communication skills
- Experience in community organizing
- Project planning and management experience
- Experience recruiting and managing groups, including promoting cooperation, team-building, and shared leadership
- Proficiency with Microsoft Office, Google Drive Applications, and social media
- **Highly-desired experience includes:**
  - **Bilingual (Spanish and English) and**
  - **Knowledge of and connections to the Windham community**

**GROW Windham/WRCC is an equal opportunity, affirmative action employer.**



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#### **Characteristics.**

- Self-starter: able to work independently with minimal supervision
- Rich interpersonal skills, particularly the ability to engage and empathize with youth
- Creative, flexible, and patient
- Strong organizational skills, including an ability to multi-task and work well under pressure
- Effective problem-solver
- Demonstrated cultural competency, and dedication to promoting equity, inclusivity and diversity
- Passion for youth, food justice and community development.

#### **Other Requirements.**

- Physical ability to walk, lift, bend and carry up to 50 pounds
- Ability to work weekends and evenings throughout the year
- Driver's license and personal transportation are helpful but not essential.

### **WE WELCOME APPLICATIONS FROM LOCAL CANDIDATES FAMILIAR WITH THE WINDHAM COMMUNITY, and UNDER-REPRESENTED GROUPS.**

**Hours:** Average of 17 hours/week. Hours vary depending on the season, ranging from up to 40 hours per week during the summer program (July-August), 12-18 hours per week in June and September, and 10-15 hours per week during the academic year (October-May). Employment term is June 2017 – November 2017, with option to extend through May 2018, pending anticipated funding.

**Salary:** \$17-\$20/hour, DOE. The position is contractual and does not provide benefits.

**Special Requirements:** Must be 21 or older (no maximum age), and eligible to work in the U.S.

**Education Level:** High School Diploma or GED

**Deadline to apply:** May 1, 2017. We will begin interviewing applicants on a rolling basis. The position will remain open until filled.

**TO APPLY:** Send cover letter and resume by email to GROW Windham Director Sally Milius:  
[sally.milius@growwindham.org](mailto:sally.milius@growwindham.org)

**About GROW Windham:** *GROW Windham is a collaboration of community partners dedicated to promoting a healthy food system in the Windham region through support of community food projects and food- and garden-based youth programming. GROW Windham uses local resources to meet local needs by utilizing the skills and networks of residents, businesses, schools, and nonprofit partners. GROW Windham focus areas include: K-12 programming in cafeterias, classrooms, and afterschool programs at all of the Windham Public Schools; the Windham Youth CORE, GROW Windham's year-round HS youth program, in which HS youth build leadership, workforce, problem-solving, and advocacy skills through projects that promote access to healthy food in the community; and support of community projects such as the Windham Community Food Network and the Willimantic Farmers' Market.*

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