



PO Box 3104
BINGHAMTON, NY 13902
607-205-8108
www.vinesgardens.org

Job Title: Youth Program Manager

Location: Binghamton, NY

Application Deadline: December 8, 2021 @ 12pm

Position Start Date: January 2022

Employment Terms: This is a 35 hours/week full-time, non-exempt position.

Salary & Benefits: \$17/hour. Full time employees receive 18 days of paid time off, 10 holidays, and 6 sick days per year. Health, Dental, and Vision Insurance offered. Paid family leave.

Summary: The Youth Program Manager (Manager) will plan and implement the Grow Binghamton summer and academic year youth employment program and other youth educational opportunities that focus on empowering youth through food systems work. The Manager will oversee the Build a Garden Program and VINES' community composting efforts, which are operated as a part of the Grow Binghamton program. The Manager will work closely with the Urban Farm Manager (UFM) with to coordinate programming related to VINES' farms and markets. The person in this role should be excited to work with a diverse group of teenagers and be eager to give them opportunities to realize their capabilities and grow their leadership skills.

Key Duties and Responsibilities:

- Oversee all elements of the Grow Binghamton youth employment program, including but not limited recruiting, hiring, and supervising youth employees, planning trainings and activities for youth;
- Ensure Grow Binghamton provides a safe and supportive environment for a diverse set of youth employees along with high quality programming that teaches youth about food production, nutrition, cooking, leadership, teamwork, communication and skills to prepare them for success in their future;
- Oversee all elements of the Build a Garden Program, including program promotion, enrollment, assessing and prioritizing applications, and overseeing construction of beds and bags;
- Develop and implement a new community composting initiative in partnership with other VINES staff and Grow Binghamton youth. The program will allow community members to drop off their food scraps at select VINES sites. Youth will be involved in staffing and running the program;
- Support the leadership development of youth within VINES, developing structures to support this growth, and recruiting youth participation in VINES volunteer and organizational events;
- Supervise and coordinate AmeriCorps members, interns, volunteers and other staff as assigned;
- Assist the UFM with harvest and volunteer workdays and other programming at the urban farm;
- Oversee VINES' Farmers market stand and assist UFM with an onsite farm stand at the urban farm;
- Establish links in the community, business and local agencies to support and deliver ongoing quality programming that meets the need of local youth;
- Represent VINES to the public, community leaders, colleagues, volunteers, government officials and the general public in a professional manner;
- Document and evaluate the impact of VINES' youth programs;
- Work with the Executive Director to research, identify, and develop foundation and government grant proposals to support VINES youth development programs;
- Manage youth program related grant reporting and compliance as assigned;
- Assist the Board and other staff with fundraising efforts for VINES;
- Manage other special projects as assigned;
- Report data on a monthly basis to the VINES Board of Directors and participate in monthly staff meetings.

Skills & Qualifications

- 2-3 years of experience working with teen-aged young people preferred. Ability to relate easily to middle and high school aged youth and support their growth;
- Education and training in adolescent development, Adverse Childhood Experiences (ACEs), and trauma informed care preferred;
- Strong leadership and organizational skills, including ability to prioritize tasks for self and others;
- Experience related to organic agriculture, gardening, or nutrition preferred but not required;
- Interest and knowledge in the topics of nutrition, sustainability, social justice, and community food systems and demonstrated commitment to mission of VINES;
- Ability to actively recruit and work with volunteers and program participants from diverse populations;
- Demonstrated commitment to mission of VINES and food justice;
- Sense of humor and ability to manage a busy environment;
- Advanced computer and analytic skills including experience with or comfort with learning database use and management, proficiency using the internet and Microsoft Word, Excel, Publisher, Zoom, Google Suite, & experience with social media, website content management and email platforms;
- Flexibility in handling a diversity of tasks;
- Outstanding written and verbal communication skills;
- Ability to work both independently and as part of a team;
- Ability to work as a team with community members, community organizations, volunteers from a variety of ages, socioeconomic and ethnic backgrounds; especially low-income populations;
- Connection or familiarity with the Binghamton community or similar demographic.
- Ability/willingness to participate in physical labor in all weather conditions;
- Commitment to excellence, efficient work practices, and pride in a job well done.
- Experience in grant writing preferred;

Job Requirements

- Able to work weekends and occasional evenings;
- Experience driving large vehicles or comfort in learning how to;
- Ability to lift 40 lbs.

To apply:

Please email (ideally as one pdf attachment) a cover letter and resume to amelia@vinesgardens.org with “Youth Program Manager Application” in the subject line.

Equal Opportunity Statement

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at VINES, where employment is based upon personal capabilities and qualifications without discrimination because of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, status with regard to public assistance, disability, sex, age, or any other protected characteristic as established by law. This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination and all other terms and conditions of employment.

COVID Exposure Prevention

The VINES board is currently working on a policy to require vaccination for all VINES staff.