



Summer College Mentor Job Description

Organization Description

Founded in 1987, Greater Newark Conservancy is a nonprofit organization located in Newark, New Jersey. The mission of the Conservancy is to “promote environmental stewardship to improve the quality of life in New Jersey’s urban communities.” We work towards our mission through four interrelated program areas: youth & family education, urban agriculture & community greening, job training, and environmental justice & advocacy.

Program Description

Each summer, Greater Newark Conservancy employs Newark-based high school and college students as interns of the Newark Youth Leadership Project (NYLP). NYLP is a summer job training program designed to involve youth in hands-on work experiences that will provide technical training in the fields of urban agriculture and community greening. The goal of the program is to train the next generation of leaders that will impact the environmental health of Newark and its surrounding communities. Interns work alongside full-time Conservancy staff, learning the specific skills required to improve the environmental health of the community as well as support this work long term.

Job Summary

Greater Newark Conservancy is seeking students currently enrolled in an accredited college or university to serve as *College Mentors* in the Conservancy’s Newark Youth Leadership Project. College Mentors work directly with Conservancy staff to manage and supervise high school students in one of four departments during a 6-week summer program: education, farm stand, horticulture, and urban farming. Prior to the start of the program, College Mentors are trained for six weeks in the skills of managing youth, supporting environmental education, handling food safely and appropriately, and organically growing and managing vegetable crops. College Mentors are employed for up to 12 weeks from June-August 2021.

We are seeking students from a variety of majors; however, there must be a demonstrated interest in connecting your studies with supporting a strong, healthy social and physical environment. Appropriate majors include: environmental science, biology, horticulture, nursing, public health, sociology, anthropology, and many more. A focus is placed on applying your coursework and interests to the specific issues tackled by the Conservancy.

Key Responsibilities

- Mentor high school students in development of technical (agricultural, horticultural, etc.) and other life skills (time management, college readiness, financial literacy, etc.)
- Support department supervisors in management of high school interns
- Maintain a positive work environment while working alongside high school interns in, at times,

- challenging outdoor conditions
- Practice good, sound judgment in decision-making with students and present a professional demeanor when representing NYLP
- Assist NYLP Program Coordinator in preparation of special NYLP activities
- Assist in maintenance of daily bookkeeping (attendance, time sheets, weekly schedules, etc.)
- Be on time when traveling to sites through the city of Newark, sometimes with high school students

Department Responsibilities

- Education Department- Led by our Director of Youth & Family Programs, the Education department is responsible for programming related to school gardens and community education. Interns in this department will travel to school garden sites throughout the city and assist in the implementation of family friendly educational programs
 - Maintain school garden sites
 - Assist in delivery of educational programs to elementary & middle school students
 - Co-facilitate garden education programs
 - Complete ServSafe food safety training
- Farm Stand Department- Led by our Farm Stand Coordinator, the Farm Stand department is responsible for the sale of fresh produce throughout the community. Interns in this department are responsible for managing the Conservancy's food sales and interacting with the public. Interns will also be responsible for food processing (sometimes cooking) and maintaining food safety procedures
 - Safely handle and sell produce at farm stands throughout Newark
 - Handle cash, make change, and interact professionally with customers
 - Assist in harvesting and processing of fruits and vegetables from the Hawthorne Avenue Farm and hydroponic system at the Prudential Outdoor Learning Center
 - Serve as representative of Conservancy at off-site farm stand locations
 - Complete ServSafe food safety training
- Horticulture Department- Led by our Landscape Supervisor, the Horticulture department is responsible for maintaining our Prudential Outdoor Learning Center--a 1.5 acre garden space dedicated to community beautification and education. Interns in this department will also receive training in operating a hydroponic system
 - Assist in planting out and maintaining Prudential Outdoor Learning Center
 - Lead educational tours around Outdoor Learning Center
 - Plant, maintain, and harvest onsite hydroponics system
 - Assist in maintenance of community gardens sites throughout Newark
 - Complete ServSafe food safety training
- Urban Farming Department- Led by our Urban Farm Manager, the Urban Farming department is responsible for supporting the food operations on our 3-acre Hawthorne Avenue Farm in the South Ward of Newark. Interns in this department will receive training in urban agriculture
 - Planting and harvesting fruits and vegetables
 - Assist with weeding and general site maintenance of site
 - Assist in running of community garden space that serves over 150 gardeners
 - Complete ServSafe food safety training

Requirements

- Currently enrolled in an accredited college or university
- Commitment to and interest in assisting high school students in their academic, leadership, and personal growth
- Excellent written and verbal skills
- Completed first year of college by Summer 2021
- Available to work July 6-August 13, 2021
- Available to work in-person while following Greater Newark Conservancy's COVID-safety protocols, in addition to guidelines from the CDC, Newark Department of Health & Community Wellness, and other official public health agencies

Preferred Qualifications

- Prior experience working with students high school aged and younger
- Able to work in rigorous and sometimes challenging weather conditions
- Interested in careers in the nonprofit and/or environmental sectors
- Available to work from 8:30 a.m. – 4:00 p.m. (hours determined by department placement but not to exceed 25 hours/week)
- Valid driver's license and clean driving record
- Newark resident or college student, preferred

Compensation: \$13.50 per hour (20 hours/week)

TO APPLY

Please submit a resume, cover letter, and unofficial transcript to NYLPprogram@citybloom.org. Please indicate the department you are applying to (education, farm stand, horticulture, or urban farming) in the subject line of your email and within the body of your cover letter.

Questions regarding the Newark Youth Leadership Project or this application can be directed to Malcolm McClain, Newark Youth Leadership Project Coordinator, by phone (973-642-4646 ext. 33) or by email (nylpprogram@citybloom.org).