



JOB DESCRIPTION

Job Title:	Growing Youth Leadership Youth Intern Supervisor	Prepared by:	Jeremy Davis												
Department:	Environmental Stewardship	Approved by:	Antonio Butts												
Reports to:	Environmental Specialist	Date:	May 3, 2018												
Hourly Rate:	\$12.00 – \$14.30, based on experience 30 hours per week	Term:	Limited term May 25 – August 10 2018												
FTE/Exempt Status:	0.75 FTE	Position Status:	<table border="1"> <tr> <td>Yes</td> <td>x</td> <td>No</td> <td></td> </tr> <tr> <td>FT</td> <td></td> <td>PT</td> <td>x</td> </tr> <tr> <td>IC</td> <td></td> <td></td> <td></td> </tr> </table>	Yes	x	No		FT		PT	x	IC			
Yes	x	No													
FT		PT	x												
IC															

COMPANY CONFORMANCE STATEMENT

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers, and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

ORGANIZATION BACKGROUND:

Walnut Way Conservation Corp. (Walnut Way) is the lead agency for a project sponsored by the Zilber Neighborhood Initiative (ZNI) that aims to support the design and implementation of a comprehensive neighborhood driven quality-of-life plan in the Lindsay Heights neighborhoods. Walnut Way is a neighborhood association within Lindsay Heights. Walnut Way’s goal is to sustain economically diverse communities through civic engagement, environmental stewardship and ventures for community prosperity.

PROGRAM OVERVIEW:

Environmental Stewardship is one of Walnut Way’s major programming areas. Residents have transformed vacant lots into production gardens and orchards. Demonstrating the ability to grow healthy, neighborhood foods is essential to our work. Additionally, maintaining a clean and beautiful neighborhood campus is a necessary part of our commitment to environmental stewardship.

Urban Agriculture is a focus under Environmental Stewardship. Demonstrating the ability to grow healthy foods in a central city neighborhood is essential to our work. Additionally, researching and implementing new and cutting edge practices for urban agriculture are key to ensuring long-term sustainability of the program.

The Growing Youth Leadership (GYL) Program unites the education and skill development of local youth with the value of our elders and community space towards the goal of producing and sharing locally grown food and supporting community health. Walnut Way recruits and employs teen interns for a paid summer internship opportunity. Interns learn about and work in urban gardens, sell their harvest at local



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1836 W. Fond Du Lac Avenue
Milwaukee, WI 53205
P: 414-264-2326
F: 414-265-7245
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markets, and participate in learning labs that promote career preparation, health and wellness, and financial management skills.

The GYL Program teaches healthy life habits in a familiar environment and uses an applied approach to health education as a state of physical, mental, social and spiritual well-being. There are several desired outcomes:

- vocational education in intensive food production
- improved nutritional health
- social support to enhance positive lifestyle choices
- training and professional development.

BASIC FUNCTION:

The Growing Youth Leadership Youth Intern Supervisor is a part time, seasonal employment opportunity with Walnut Way Conservation Corp. supporting all aspects of Walnut Way's urban agriculture program, focusing specifically on supervising teen interns hired through the Growing Youth Leadership program. The Supervisor coordinates the activities of the GYL teens by engaging in production, marketing and sales activities, and weekly educational events to include vocational education in intensive food production, improved nutritional health, social support to enhance positive lifestyle choices, and training and professional development. The candidate must possess knowledge of horticulture/agriculture production, farm maintenance and be comfortable working outdoors in all temperatures and types of weather. The successful candidate must possess sufficient physical fitness/strength to lift tools, soil, and produce. The candidate should be comfortable in a supervisory role and proficient with basic administrative tasks. The candidate should also possess a valid Wisconsin Driver's License.

ESSENTIAL WORK OBJECTIVES:

- Coordinate Program planning and implementation with Environmental Specialist
- Participate in intern candidate interviews and lead communication with new hires
- Lead intern/parent orientation at start of program
- Coordinate work tasks with Environmental Specialist
- Schedule and coordinate MPS-required activities for interns
- Assist with agriculture production & marketing, including but not limited to: garden maintenance, field cultivation, compost and seed production, harvest, and post-harvest handling and storage
- Provide on-the-job training and supervision of interns while in the field
- Prepare for selling at local farmers' markets with GYL teens
- Rotating supervision of interns and sales activities at markets (Fondy Market – Saturdays; City Hall – every other Thursday)
- Evaluate teen progress through evaluation reports & meetings
- Follow disciplinary procedures for teen interns
- Maintain records such as work logs, production and sales spreadsheets, intern attendance
- Perform other duties to support success of the program
- Other duties as assigned by supervisor



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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to stand for six hours or more per workday. The employee is required to kneel, squat, bend over and use hands to work in the gardens. The employee must be able to use motor skills and vision to operate landscape equipment. Candidate must be able to lift 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment characteristics include working outdoors, in gardens and farmers markets, in all weather conditions, including extreme heat and cold, and all types of precipitation.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE:

- Education and/or work experience in horticulture, agriculture, urban community development, urban education, environmental sciences, or related field
- Interest and familiarity with issues relating to local food, food access, and sustainable agriculture, and a genuine appreciation of the urban environment
- Ability to identify common fruit and vegetable species
- At least two years' supervisory experience
- Ability to supervise, discipline, evaluate, motivate and train GYL teen interns
- Commitment to work in diverse settings
- Proven ability to work with youth and adults from diverse backgrounds
- Ability to adjust to emerging priorities, motivator, and effective listener
- Must be willing to work flexible hours, including some weekends
- Proficient in Microsoft Office applications, including Word and Excel
- Ability to plan, coordinate and organize work, resources, and staff to meet deadlines
- Effective written and oral communication skills
- Ability to establish and maintain effective relationships with supervisory staff, interns, customers, and community residents
- Ability to withstand wide range of weather conditions and lift up to 25 lbs.
- Residents of the Lindsay Heights neighborhoods or near north side of Milwaukee [zip codes 53205 or 53206] will receive strong consideration



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TRAVEL:

Local travel to job sites is required for the position. Travel to will be performed using company vehicles.

EQUAL EMPLOYMENT OPPORTUNITY:

Our organization is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any basis including, but not limited to: veteran status, uniform service member status or any other protected class under federal, state or local law. In Wisconsin, the following are a protected class: age [40 or over]; race; creed; color; disability; marital status; sex; national origin; ancestry; pregnancy, childbirth, maternity leave or related medical conditions; arrest or conviction records; military service; sexual orientation; use or nonuse of lawful products off the employer's premises during non-working hours and genetic testing.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply, please either mail or email resume, cover letter, and two professional references (on company letterhead)

To: Danielle Brower
HR & Operations Generalist
Danielle@walnutway.org
Walnut Way Conservation Corp.
2240 N. 17th St.
Milwaukee, WI 53205

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