

The ICG team is deeply committed to the mission, vision, and values of our nonprofit organization. Please become familiar with ICG's mission, vision, and values- they drive everything we do!

Youth Program Manager

About Ithaca Children's Garden

The mission of Ithaca Children's Garden is to connect children to nature to create a more beautiful, resilient, and just world. Our vision is that every child has the basic human right to play, learn, grow outdoors, and develop a life-long relationship with the living world. Ithaca Children's Garden is committed to providing inclusive programming where all children feel welcomed and a sense of belonging.

Position Summary

The Youth Program Manager provides program management and on-the-ground guidance for After School @ ICG and School Break Camps, with general support to all ICG youth programs, including summer camp, field trips, and community events. This position works directly and actively with school-age children and serves as primary family liaison for registered youth programs.

The Youth Program Manager position is a 32 hr/week, year round, permanent position. This position reports to the Education Director with oversight from the Executive Director. The successful candidate will support the quality, impact, and growth of ICG's youth programs and champion ICG's mission and vision.

Compensation for this position starts at \$20.00 based on 32 hours per week. Benefits include paid time off and other limited benefits. Candidates with diverse backgrounds and identities are strongly encouraged to apply. This position starts the week of March 25. Applications are accepted through March 1 or until the position is filled.

Job Functions & Responsibilities

- Provide management for and actively lead After School @ ICG for children in K-5th grade: Monday - Friday during the school year.
- Provide management for and actively lead ICG's School's Out days: full day programs when school is out.
- Supervise and engage with children in the programs' care. Approximately 90% of program time occurs outdoors, year round.

- Create and maintain a welcoming and respectful atmosphere that ensures physical and emotional safety. Work with the youth program team to provide a healthy and positive experience for youth.
- Champion and support child-led outdoor play and nature-based discovery in alignment with playwork principles and ICG's mission.
- Serve as primary family liaison for After School @ ICG and School's Out Days. Assist with check in/out, address parent questions & concerns, and share program highlights.
- Manage communication and provision of participants' health concerns (allergies, special diets) and individual support needs.
- Manage communication with families about program details, generally and in emergent situations.
- Utilize Brightwheel to create and maintain program rosters, track attendance, and communicate with families.
- Ensure policies and procedures are followed; provide feedback on improving policies and procedures.
- Work within program budgets to procure needed supplies and teaching materials.
- Problem solve staff and participant-related issues. Seek support and advice when necessary.
- Guide staff and volunteers on-the-ground to ensure the program runs smoothly and all spaces are cared for.
- Support Field Trips and Community Events held at the Garden.
- Support Summer Camp in an anchor role.
- Participate in weekly staff meetings. Check in weekly with the Education Director.
- Share program highlights for use in ICG communications.
- Complete required reports.

Other responsibilities

- Performs other duties consistent with the position to advance the mission of ICG, as assigned.

Supervises

- After School /School's Out Day student employees (PT)
- Summer camp playworker/mentors (Seasonal)
- Volunteer/s (PT)

Experience and Skills

The Youth Program Manager will be a highly motivated self-starter with at least two years of related work and leadership experience in youth programming and will possess the following qualities and attributes:

- Culture-and mission-driven - passionate about ICG and supporting opportunities for all children to connect with nature.
- Experience working in a team, giving and receiving feedback
- Ability to empathize with children, parents, and colleagues
- Ability to meet children where they are with understanding that development and skills are individual.
- Capacity to plan, organize, and deliver non-formal, nature-based education programs
- Confidence in managing conflict situations and group dynamics
- Exceptional communication, written and verbal skills including strong listening skills
- Strong organizational skills and ability to attend to detail
- The ability to work independently and collaboratively with a diverse group of staff members and partners
- The capacity to manage multiple responsibilities within a program day
- Demonstrated commitment to anti-racism, and to supporting ICG in its goal to be an inclusive, multicultural, and anti-racist organization, authentically welcoming to all.

Requirements

- At least 21 years old
- Ability to pass Health Department required background checks
- Ability to work outdoors in all seasons and weather conditions

To Apply

Applications will be accepted through March 1 or until the position is filled. Please email your resume and cover letter to kelsey@ithacachildrengarden.org with “Youth Program Manager” in the subject line. Cover letters can be addressed to Kelsey Brewster.

In your letter, please speak directly to your experience as it relates to the duties of and qualifications required for this position, and interest in working with Ithaca Children's Garden, and be prepared to discuss your commitment to anti-racism.

If you require any assistance or special accommodations to successfully submit your application, please contact us as soon as possible so that we may have the opportunity to assist you.

ICG is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity/expression, national origin, disability, protected veteran status, or any other characteristic protected under federal, state, or local law, where applicable.

What to expect once you apply*

Our team is ICG's greatest asset; we want to find the candidate who is the best fit for organizational goals and is a complement to our existing team. We know interviews can be awkward, artificial interactions that don't always help candidates shine; we also know that the skills for a successful interview are not necessarily congruent with the skills needed to shine in the job. So, we share with you here what to expect so all applicants have an opportunity to prepare themselves for the most successful interview possible. We hope having this outline will help put you at ease through the selection process.

[Application & Interview process](#)

We appreciate when candidates become familiar with ICG's mission, vision, values, programs, and ethos. Learn more at <https://www.ithacachildrengarden.org/about-icg/#meet-icg>.