



**Applications and cover letter must be submitted by  
March 11, 2024**

**1029 Fletcher Ave, Suite 100  
Indianapolis, IN 46203  
[www.kibi.org/jobs](http://www.kibi.org/jobs)**

Keep Indianapolis Beautiful (KIB) is an environmental and community nonprofit with a mission to help people and nature thrive. We partner with neighborhoods, local government, universities, community groups, and businesses to achieve our vision of an Indianapolis that is loved, cared for, and ecologically rich. We work with thousands of volunteers each year to plant trees and native landscapes, organize litter cleanups, develop, and support community placemaking, restore habitat, and employ youth.

KIB helps people and nature thrive most effectively when we reflect the diversity of perspectives, voices, and abilities found throughout our city. The principles of diversity, equity, inclusion, and belonging are essential to our work – from supporting biodiversity in nature to engaging communities. KIB is an equal opportunity employer that encourages applicants – regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status – to create a team that benefits from a broad range of backgrounds and thinking.

<b>Job Title:</b>	Youth Tree Team Leader
<b>Full-/Part-Time:</b>	Part-time - Hourly
<b>Regular/Temporary:</b>	Temporary - Seasonal
<b>Salary:</b>	\$16 / hour
<b>Reports To:</b>	Youth Tree Team Manager (YTTM)

**YTT Work Season is JUNE 3- JULY 18, 5 days a week (4 with youth and 1 with co-leaders).**

**Lunch is provided daily.**

**Leader training will be May 20<sup>th</sup>-23<sup>rd</sup> and the Youth Applicant Event will be on May 11<sup>th</sup>, 2024.  
Both are mandatory for leaders.**

**Purpose:**

KIB's Youth Tree Team (YTT) Program is a 7-week job skills development program for high school students and adult leaders. YTT functions as one of KIB's primary boots-on-the-ground maintenance teams and is responsible for the maintenance of trees planted within the city of Indianapolis through our Community Forestry program. The program also includes weekly enrichment activities that expose YTT members to a variety of personal and professional development opportunities. YTT Leaders are responsible for managing and transporting crews of 10 high school students to and from worksites to perform tree maintenance work throughout the city.

## **Duties, Functions, and Responsibilities:**

### Crew Management and Supervision

- In tandem with another YTT co-Leader, oversee and work with a 10-person team of high school students in caring for trees planted through KIB's Community Forestry program, with the goal of ensuring tree survivability.
- Motivate and initiate crew members to work efficiently and effectively as a team.
- Ensure all youth follow work safety practices and use appropriate/required PPE.
- Effectively manage and mitigate any conflict that may arise amongst team members, as well as report any incidents or issues to the YTTM
- Other duties as assigned.

### Field Work

- Lead and work as a member of an 11-person team of high school students in maintaining tree plantings in parks, neighborhoods, and medians across the city, with the goal of growing and maintaining a healthy urban forest.
- Safely transport crew to and from worksites in a 15-passenger van with a watering or flatbed trailer.
- Assist youth in the proper watering and mulching of all trees at each assigned project. Watering occurs on a weekly basis per site, whereas each tree is mulch once annually. Crews will occasionally stake trees on an as-needed basis.
- Accurately track and report the work as completed each day, including any issues noted in the field, such as dead, missing, or leaning trees that will require future action.

### Professional Development

- Attend and actively participate in education, training, and enrichment opportunities for the YTT Members.
- Encourage active participation and engagement from crew members in all enrichment activities.
- Participate in collaborative professional development opportunities between the Urban Naturalist team and YTT high school employees to facilitate mutual learning and provide valuable college and career insight to KIB's high school employees.
- Provide both positive and constructive feedback to crew members informally throughout the season as well as during formal mid- and end-of-season feedback sessions.

## **Knowledge, Skills, and Abilities:**

- Experience or willingness to learn and perform all basic tree maintenance practices.
- Possess a valid Indiana Driver's License.
- Experience or ability to train on large equipment, including but not limited to; pickup trucks with large pull-behind trailers.
- Willingness to work outdoors in a wide variety of conditions.
- Experience or willingness to learn safety practices and appropriate/required PPE use.
- Willingness to lift and/or carry 40lbs frequently.
- Willingness to walk long distances and work in a physically demanding environment.

## **Characteristics of a Strong Candidate:**

- Energetic, hard worker, eager to motivate peers and team members.
- Willingness to gain knowledge of urban forestry.
- Passion for learning and helping others to do the same.
- Ability to use good judgment in decisions that help the health and safety of the team.
- Possess an interest in youth development, environmental topics, and a willingness to engage with high school teammates and the community.
- Exhibit KIB's Cultural Values of *Teamwork, Responsibility, Excellence, Openness, Balance, and Joy*.

**Education and/or equivalent experience:**

- Applicants must be at least 19 years of age.
- Valid Driver's License required.