



PLEASE NOTE: Resumes without cover letters will not be considered.

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 about 13,000 volunteers each year to plant trees and native landscapes, organize litter cleanups, turn vacant lots into pocket parks, restore habitat, and educate 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 and inclusion are essential to our work – from supporting biodiversity in nature to engaging communities. KIB is an equal opportunity employer that encourages applicants – including people of color; people who are LGBTQ; veterans; people who are multilingual or multicultural; and individuals of various ages and abilities – to help us create a team with a broad range of backgrounds and thinking.

Job Title:	Manager of Youth Tree Team (MYTT)
Full-time/Part-time:	Full-time
Regular/Temporary:	Regular
Salary:	\$46,000 - \$51,000
Reports To:	Director of Environmental Workforce Development
Benefits:	Health, dental, vision insurance (company pays 90% of employee coverage), company-paid life and long-term disability insurance and 403(b) match up to 3%; generous PTO and holiday schedule

Purpose:

Each year, Keep Indianapolis Beautiful plants around 3,000 trees within Marion County. In 2006 KIB created the Youth Tree Team (YTT), a 7-week employment program that hires high school youth to provide hands-on maintenance of KIB-planted trees, while also providing the youth with lifelong professional skills and abilities. The MYTT is responsible for developing enriching experiences and supervising the work completed by YTT each summer. The MYTT will work with the Director of Environmental Workforce Development (DEWD) to ensure that YTT is meeting organizational goals, performing contractual obligations, and supporting KIB’s mission. This position reports to KIB’s DEWD and requires accepted candidates to oversee part-time staff.

Duties, Functions, and Responsibilities:

Youth Tree Team Leadership:

- Hire, train, and manage up to 80 high school employees and 10 college-aged/adult leaders each summer in maintaining newly planted trees throughout Marion County per the requirements outlined in KIB’s contracted tree planting efforts.

- Identify new opportunities and methods to recruit both high school and adult candidates for the program.
- Plan and execute Applicant Hiring Event, assist HR with ensuring all necessary employment documentation is received, and manage employee hours.
- Develop and implement enrichment activities for the YTT participants that provide new skills and education not gained through their day-to-day work, specifically focused on workplace skills and environmental education.
- Directly oversee and assign duties to YTT Leaders so they can manage their crews safely and efficiently.
- Evaluate the performance of YTT leaders and assist leaders in youth employee evaluations at the middle and end of season.

Program Management:

- Oversee, with support from the Director of Environmental Workforce Development, the Youth Tree Team budget, through tracking and reporting expenses. Purchase equipment, materials and meals necessary for the program.
- Coordinate and broaden connections with the Urban Naturalist program and other KIB programs for maintenance and opportunities at other project sites.
- Create watering and mulching work plan and track work completed by YTT in an organized fashion.
- Complete monthly City Report about the YTT program, partnerships, and any maintenance work completed.
- Assist Department of Native Landscapes staff in spring and fall by providing additional project support.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Experience in working in a team and managing other team members in a calm manner with strong decision making and conflict resolution skills; experience working with high school youth a plus
- Prepared to motivate and hold team members accountable when needed
- Ability to provide instruction and direction to large groups of people
- Ability to accommodate seasonal nature of workload, including working occasional weekends and/or evenings
- Excellent verbal and written communication skills. Spanish language skills a plus
- Excellent organizational skills
- Exhibits flexibility and the ability to think strategically in accomplishing work
- Ability to manage multiple projects simultaneously
- Proficient with Microsoft Office Suite
- Able to positively represent KIB in the community
- Training and/or knowledge of issues related to diversity, equity, inclusion, and belonging within organizations/workplaces

Education:

- Bachelor's degree or related education/experience
- Familiar with trees and plants commonly found in Indianapolis; ISA Certified Arborist a plus

Requirements:

- Physically able to lift heavy items (up to 50 lbs.) consistently throughout a regular workday
- Comfort walking, standing for long hours, and withstanding working outdoors in all seasons
- Valid driver's license with six points or fewer
- Ability to or willingness to learn how to:
 - Pull a 20-25' long trailer behind a full-sized pickup truck.
 - Operate large machinery, including but not limited to skid steers, excavators, and forklifts
 - Use a variety of small power landscape tools: chainsaw, brush cutter, etc.
- Exhibit KIB's Cultural Values of *Teamwork, Accountability, Excellence, Diversity, Equity, Inclusion and Belonging, Balance, and Joy*