



**PLEASE NOTE: Please submit resume and cover letter by March 10, 2025.
Applications without a resume and cover letter 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: Youth Tree Team Leader
Full-time/Part-time: Part-Time
Regular/Temporary: Temporary - Seasonal
Salary: \$17/hour
Reports To: Youth Tree Team Manager (YTTM)

Purpose:

KIB's Youth Tree Team (YTT) Program is a summer 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 crew of 11 high school students to and from worksites to perform tree maintenance work throughout the city.

Time Requirements:

- Youth Applicant Event: Saturday, May 10 (8am-1pm)
- Leader Training: May19-22 (9a-3p), May 27-29 (9a-3p)
- YTT Season: YTT work is 7 weeks long, running from June 2-July 17 (no work Jun 19 or July 4). During this time, YTT Leaders are expected to work Monday-Friday (Monday-Thursday with youth and Friday with co-leaders), 30-40 hours/week. Lunch is provided daily.
- Additional hours may be available in the fall.

Duties, Functions, and Responsibilities:

Crew Maintenance and Supervision

- In tandem with another YTT Co-Leader, oversee and work with an 11-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.

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 mulched 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 accurately 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.

Requirements:

- Applicants must be at least 19 years of age and possess an interest in youth development, environmental topics, and a willingness to engage with high school teammates and the community.
- Willing to learn and perform all basic tree maintenance practices.
- Able to receive and give both positive and critical feedback.
- Possess a valid driver's license with six (6) points or fewer.
- Ability to or willingness to learn how to pull a 20-25' long trailer behind a full-sized pickup truck or van.
- 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 weather conditions.
- Ability to work in accordance with work safety practices and appropriate/required PPE use.
- Able to commit to working the summer with minimal absences (<4 days absent).

Characteristics of a Strong Candidate:

- Energetic and eager to motivate peers and team members.
- Interested in gaining knowledge of urban forestry and motivated in working outdoors.
- Passionate about learning and helping others to do the same.
- Able to use good judgment in decisions that help the health and safety of the team.
- Exhibit KIB's Cultural Values of *Teamwork, Accountability, Excellence, Diversity, Equity, Inclusion and Belonging, Balance, and Joy.*