



YOUTH PROGRAMS COORDINATOR

I Love A Clean San Diego is *passion in action*. Help us inspire environmental stewardship as we work to improve the health and beauty of San Diego County. If you are looking for a dynamic, impact-driven organization that values engagement and professionalism, we want to meet you!

REPORTS TO: Youth Education Manager

TYPE OF EMPLOYMENT: Full time, Non-Exempt

The Youth Programs Coordinator shall be responsible for supporting ILACSD's Education Department to implement its programs, contracts, grants, and events. Duties will include developing, marketing, scheduling, executing, tracking, and reporting non-classroom educational events and programs, such as fieldtrips, tours, Kids' Ocean Day, and America Recycles Day EnviroFair. Other duties include presenting to schools and community organizations, as well as attending events throughout San Diego County as needed.

SPECIFIC DUTIES

- Develop, schedule, market, and deliver various contract- and grant-funded educational programs, including multi-visit programs, afterschool programs, field trips, tours, [youth sustainability clubs](#), and Kids' Ocean Day
- Track and report on program progress and completion
- Prepare and operate within program budgets
- Act as [Kids' Ocean Day](#) project manager
- Manage the maintenance and care of department supplies, inventory, purchasing, and proper and timely storage in conjunction with other Education team members
- Deliver K-12 classroom presentations throughout SD County on stormwater pollution prevention and zero waste living approximately two (2) days per week, dependent on time of year and team needs
- Develop and maintain positive relationships with schools, community groups/organizations, civic organizations, clubs, and governmental agencies
- Assist with curriculum development and department planning
- Deliver presentations to community groups as needed
- Attendance at various community events
- Support all-staff and Education Department events (Zero Waste Workshops and Webinars, countywide cleanups, etc.)
- Other duties as assigned to support the ILACSD team

POSITION REQUIREMENTS

- Reliable transportation; ability and willingness to travel
- Flexible start and end times, dependent on scheduled presentations
- Ability to work occasional weekends and/or evenings
- Microsoft Office proficiency (especially PowerPoint, Excel, and Outlook); comfort using a PC
- Proof of COVID-19 vaccination
- Ability to pass a background check prior to employment
- Bilingual (English/Spanish) preferred

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work is normally performed in an office setting or a school campus; regularly sits at a computer station and operates electronic equipment 6 to 8 hours per day; occasionally lifts, carries and positions objects weighing up to 35 pounds. Position may be asked to assist with other duties during events and outings which would require employee to be physically active and supportive on site where cleanups and/or education activities occur. Access to the workspace is gained only by use of stairs on the 2nd floor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS

- Seasoned educator with environmental and/or youth education background; full range of K-12 students preferred
- Ability to educate, inspire, and empower groups of all sizes, ages, and demographics in a wide variety of settings
- Effective communication skills for diverse audiences, including strong classroom management, writing, and public speaking skills



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- Curriculum development experience
 - Administrative, program coordination, and/or event planning experience, including setting budgets, managing project timelines, and reporting
 - Excellent organizational, recordkeeping, and time management skills; strong attention to detail
 - Ability to proactively engage multiple, simultaneous projects and requirements/goals
 - Forward thinker with capability to effectively stream-line processes
 - Flexibility; ability to assess and adjust priorities with changing requirements
 - Commitment to working in a team environment
 - Demonstrated personal commitment to live a zero waste lifestyle
 - Creative approach to common environmental challenges
 - Knowledge of stormwater pollution prevention, waste diversion, and zero waste lifestyles
 - Naturalist skills/experience preferred

COMPENSATION & BENEFITS

- \$18 per hour
- Mileage reimbursement (\$0.56 or current CA reimbursement rate)
- Paid time off (PTO) plan
- Employer-sponsored health (HMO) and dental plans (PPO)
- Generous paid holiday schedule
- Office closure between Christmas and New Year's Day
- Alternative work schedule opportunity after 90 days
- 403b program with match opportunity after 90 days

I Love A Clean San Diego is a values-driven organization. It is essential all team members exhibit ILACSD's following core values and office culture:

Core Values

Live the mission
Inspire environmental change
Value partnerships
Exhibit positive attitude

Office Culture:

Communicate openly to ensure collaboration
Understanding and supportive of each other and the team
Respect others and value their opinions
Encourage learning and growth

TO APPLY: Please send resume, start date availability, and cover letter to Emily Nelson, Director of Education, at enelson@cleansd.org with "Last Name, Youth Programs Coordinator" in the subject line **no later than Friday, November 12th at 4 p.m. PST**. Applications will be reviewed on a rolling basis as they are received.

I Love A Clean San Diego provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.