

Bridging The Gap

Position Description

Job title	<i>Green Stewards Program Manager</i>
Reports to	<i>Executive Director</i>
Status	<i>Exempt</i>

Job purpose

The Program Manager will lead the effort in developing and implementing the Green Stewards program. The Program Manager will provide direct supervision for the Green Stewards Field Crew Leader and work collaboratively to schedule daily activities that ensure the maintenance work meets a standard of excellence and to ensure training and safety of all the team members. The Program Manager will also create and maintain workforce development strategies and partnerships to support the success of the Green Steward participants.

Primary Duties and Responsibilities

Leadership

- Manage the personnel process: hiring, performance management, safety and other required training in collaboration with the Operations Director
- Track condition and activities for each worksite and with input from the Green Stewards Crew Leader create a weekly work plan
- Monitor the performance of the crew via site visits and other communication
- Meet and communicate with KCMO Smart Sewer team to report progress and issues, review and collaborate to improve the programs processes and performance, and to access resources for the program
- Collaborate and provide guidance to each Green Stewards team member and the Green Stewards Crew Leader to discover barriers to success in the program and explore options and solutions

Training and Professional Development

- Attend NGICP Training and attain certification
- Determine the need for and organize additional training, create curriculum and work with non-profit partners to meet team and individual goals

Safety and Compliance

- Knowledge and enforcement of all state laws (i.e. wearing seat belts), OSHA and program safety rules.
- In collaboration with the Green Stewards Field Crew Leader, develop safety policies and best practices; monitor, evaluate, and update as needed

Data Collection

- Compile and analyze data collected by the field crew and utilize the data to develop a monthly report and adjust maintenance scheduling

Public Awareness

- Coordinate media and public relations with City
- Foster and maintain positive, collaborative, and open relationships with community leaders, businesses, public agencies, educational institutions, and non-profit partners to further the vision of the program including developing career pathways for the Green Stewards
- Represent BTG and the Green Stewards program at meetings and community events

Other job-related duties as requested and subject to reasonable accommodation.

Qualifications

- BA or equivalent experience required in social welfare, environment, public administration, human services, education or related field
- 3-5 years of relatable experience in people, process or program management
- Excellent written and verbal communication skills
- Demonstrated ability and commitment to building strong relationships
- Demonstrated ability to motivate and encourage people
- Strong analytical and strategic thinking capabilities
- Commitment to diversity and inclusion, valuing all perspectives and encouraging contributions by all team members
- Ability to prioritize and meet goals and deadlines
- Commitment to integrity and quick follow through
- Excellent organizational skills
- Basic computer skills and experience using Excel and databases
- Must be familiar with the greater Kansas City metropolitan area with experience working in diverse communities
- All candidates will be subject to a background check within compliance with applicable local, state and federal law

Working condition

Major physical activity frequently used in this position include:

- **Stooping, Kneeling, Crouching:** Constantly moves and positions self to do work,
- **Standing:** Remaining upright on the feet, particularly for sustained periods of time.
- **Walking:** Must be able to frequently move and traverse about on foot to accomplish tasks.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position to-position.
- **Exerting** up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Constantly works in outdoor environmental conditions with no effective protection from weather including:

- **Subject to extreme cold:** Temperatures typically below 32 degrees for periods of more than one hour.
- **Subject to extreme heat:** Temperatures above 100 degrees for periods of more than one hour.
- May include other environmental conditions such as rain, wind, and humidity

The person in this position frequently communicates, converses and/or conveys data and direction with team members. Must be able express oneself and exchange accurate information.

Must be able to detect, recognize, inspect, observe, and/or assess green infrastructure and landscape conditions.

Positions Supervised

Green Stewards Crew Leader, Assistant Crew Leader, and 4-6 Crew Members

Salary & Benefits

Benefits include 90% of health, dental and vision insurance, and, 100% disability and life insurance, 2 weeks of paid vacation, paid holiday between Christmas and New Year's Day, flexible scheduling, when appropriate, supportive team atmosphere and a dog friendly office.

Pay range is \$42,000 - \$50,000.

Bridging The Gap is an equal opportunity employer and understands the value of having a team with a diversity of experiences and perspectives to optimize our potential for compassion, collaboration, creativity and excellence in service. BTG encourages people from all backgrounds to apply.

To apply, please send (email preferred) a cover letter and resume outlining your qualifications for the position, including work background, education, experience, and other skills that may qualify for this position to:

Bridging The Gap
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