

Green Team Job Description

Groundwork Lawrence (GWL) is looking for NEW Green Team Members for its Summer Program (with the possibility of continuing into the year long program). This program offers **part-time paid positions** for high school students, ages 14 – 18, from Lawrence, MA to help lead local environmental initiatives, learn more about local food and nutrition through gardening and cooking, learn about the importance of physical activity, conduct outreach to their peers, take part in service projects and participate in hands-on improvement projects throughout the City of Lawrence.

Program Participants will do the following:

- **Work Monday – Thursday, June 28 – August 20, 2009, 9:30 - 2:30 PM**
 - Some days will be 8:30 – 1:30 (you will receive a detailed schedule if hired) with additional hours for overnight and day-long field trips.
 - Paid for 15 hours of work a week, at a rate of \$8.00 per hour. A minimum of 5 additional hours of service (volunteer) per week is included as part of the schedule.
- Participate in classroom-based and outdoor environmental trainings.
- Participate in our Health and Wellness programming: learn about nutrition, how to grow food (at local gardens and a local farm) and how to prepare healthy snacks and meals; the importance of increasing physical activity (we will be walking to many of our sites throughout the summer, and exploring the boathouse rowing machines and the Lawrence YMCA gym).
- Continue building on Green Team's 'Green It Up' Campaign which may include but not limited to: education and outreach to increase recycling city-wide, leading peers through clean-ups of parks and neighborhoods, and building awareness around the importance of reducing trash.
- Conduct Rapid Ecological Assessments along the Spicket River to examine the vegetation and wildlife that exists in city parks and along the river.
- Take part in Lawrence Cable Access TV Media training
- Participate in educational field trips, which will include overnight and day-long field trips.
- **Attend a week-long youth summit from Monday June 28 through Friday July 2 – this is a week-long overnight and a requirement to participate in the program.**

Skills that will help you with this job include (but are not required): computer skills (Microsoft Word, Excel, Publisher, and PowerPoint), problem-solving abilities, public speaking and presentation experience, skills in research and writing.

Applications are available online at www.groundworklawrence.org.
Applications must be submitted by Monday June 14, 2010, 5:00 PM.

Application for Groundwork Lawrence's Green Team

***Due Monday June 14, 2010 5:00 PM**

NAME _____

ADDRESS: _____ CITY Lawrence STATE: MA ZIP _____

HOME PHONE: _____ CELL PHONE: _____

EMAIL: _____

DATE OF BIRTH: _____ AGE: _____

Where do you currently attend school?

Have you worked or participated in outdoor related activities before? _____ Yes _____ No
If yes, please describe:

Why would you like to join Green Team? What do you hope to gain from being a participant of the Green Team?

What skills and/or strengths would you bring to Groundwork Lawrence Green Team?

What activities outside of school are you involved with?

Have you ever done any volunteer work in your community? For example, have you ever helped a neighbor, volunteer with your church or mosque, tutored another student, helped at a soup kitchen, cleaned a park etc.? Explain.

What environmental issues concern you the most in Lawrence? What could you do as a citizen to fix these problems? (Please use the back of this sheet if necessary)



REFERENCES

Please list below 2-3 references from an adult that you have worked with in the past, who can give an honest evaluation of your skills and accomplishments.; it could be a teacher, a religious leader, a coach, mentor, a former employer, etc. Please include their name, relationship to you, phone number and email. **Applicants must have at least one reference complete the attached Recommendation Form as part of the application. If you have more than one recommendation letter your application will be viewed more favorably.**

- **Name:**
- **Relationship:**
- **Phone number:**
- **Email:**

- **Name:**
- **Relationship:**
- **Phone Number:**
- **Email:**

- **Name:**
- **Relationship:**
- **Phone number:**
- **Email:**

Applicant Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

Applications must be submitted by 6/14/10:

- by mail or dropped off in person at: 60 Island St., 2nd Floor, Lawrence MA 01840
- email (scanned with signatures) to Rose Gonzalez at rgonzalez@groundworklawrence.org
- faxed to Rose Gonzalez at 978.974.0882

***Applications are due no later than Monday June 14, 2010 5:00 PM. If we do not get your application by that time you will not be considered for a position. Please no phone calls. We will call you if your background meets Green Team qualifications to set-up an interview.**



Application for Employment with Groundwork Lawrence Green Team

LETTER OF RECOMMENDATION

Please include the following information in your letter (you may use this form or attach a separate document):

- A paragraph or sentence explaining how you know the applicant you are writing about and the nature of your relationship with him/her.
- An honest evaluation of the youth's skills and accomplishments. Please include specific examples if possible.
- A statement or summary that explains why you would recommend the applicant you are writing about to be hired as part of Groundwork Lawrence's Green Team.

Youth's name: _____

Name of person completing this form: _____

Signature: _____ Date: _____

Applications are due to Groundwork Lawrence by **June 14, 2010 5:00 PM**. References should be submitted in a sealed envelope, with a signature over the sealed flap and can be submitted:

- with the youth's application
- by mail or dropped off in person at: 60 Island St., 2 Floor, Lawrence MA 01840
- emailed to Rose Gonzalez at rgonzalez@groundworklawrence.org
- faxed to Rose Gonzalez at 978.974.0882

