Green Jobs Corps – Creating a New Generation of New Haven Environmental Justice Leaders
A Proposal to the EPA Environmental Justice Small Grants Program
Common Ground – New Haven Ecology Project
PROJECT MANAGER AND OTHER KEY PERSONNEL

Tom Gaudioso Jr. – Project Manager

SUMMARY:

Five years of successful program management experience, leading efforts funded by federal and private foundation grants with combined annual budgets of $100,000 to $150,000, engaging racially diverse low-income young people in learning and leadership opportunities that deliver measurable program outcomes.

EDUCATION:

- University of New Haven, West Haven, CT. Master of Science, Management of Sports Industries, (k)(6)
- Eastern Connecticut State University, Willimantic, CT. Bachelor of Science, Sport & Leisure Management. Minor: Business Administration, (k)(6)

PROFESSIONAL EXPERIENCE:

Common Ground High School/New Haven Ecology Project, New Haven, CT

Green Jobs Corps Manager - *2011-present*

- Manage a environmental career and leadership development program for 30+ racially and economically diverse young people at urban high school
- Oversee paid work placement opportunities at six different community-based environmental nonprofits; responsible for managing partner relationships, ensuring adequate supervision and training opportunities, administering common evaluations of worker quality and community impact
- Develop leadership and career skills workshops; topics include personal finance, life mapping, job skills and workplace diversity
- Develop and manage a $150,000 budget, funded by six separate government and private foundation grants, including funding through the federal Workforce Investment Act and EPA Environmental Justice Small Grants Program

Coordinator of Afterschool Programs - *2009- 2011*

- Developed programming to enhance youth development and address academic, social/emotional and recreational needs of at-risk students

- Collaborated with the University of New Haven and community volunteers to develop a mentoring program, which paired 50+ college students with high school students from Common Ground High School
- Organized special events such as camping trips, freshmen class orientation and field trips
- Supervised staff of seven afterschool programmers, as well as various volunteers
- Responsible for developing and maintaining a $112,100 budget for a grant-based afterschool program, funded through the U.S. Department of Education's 21st Century Community Learning Center Program
- Maintained program data through computer-based tracking software (Cayen Systems)
- Organized the school's first-ever athletic teams (baseball and basketball)
- Under the supervision of a certified physical education teacher, developed curriculum and provided physical education to students

Camp Teacher - *Summer 2009, 2010*

- Supervised both camp counselors and counselors-in-training at a summer ecology camp
- Developed and implemented curriculum for youth ages 4-13

Connecticut Sportsplex, North Branford, CT

Camp Director - *Summer 2007*

- Coordinated both a multi-activity day camp and various sports camps
- Managed ten counselors and twenty counselors-in-training and supervised an average of sixty children between the ages of 5-13
- Developed promotional materials and planned weekly special events for campers
- Created schedules, trained counselors on policies and procedures and held team meetings

PROFESSIONAL AFFILIATIONS/CERTIFICATIONS:

- Member of the Workforce Alliance Youth Council, responsible for (1) identifying priority needs and services for area youth, (2) coordinating a collaborative network of resources for youth service providers, and recommending funding for various programs through the federal Workforce Investment Act.
- Completed Outdoor Leadership Training through the Appalachian Mountain Club
- Youth Development Training for Supervisors (New Haven Consultation Center)

Betsy Sneath – Payee/Administrative Contact

Employment

Nov 1997-Present	*Director of Business & Administration*, Common Ground: High School, Urban Farm & Environmental Education Center New Haven, CT, www.commongroundct.org Direct and manage non-profit environmental education organization and Common Ground High School, a state charter school: accounting & bookkeeping; human resources, standardized testing, program planning and implementation; state and federal reporting; staff supervision and general administration.
June 1996-Nov 1997	*Recycling Consultant*, Self-employed Designed and implemented municipal and business recycling systems and marketed materials to end-users.
1990-1996	*Sales and Account Manager*, Newhallville Recycling, Inc. North Haven, CT Designed and implemented sales and marketing plans; secured new business; managed existing accounts; marketed recyclables to end-users; developed and implemented production strategies; and produced all marketing and promotional materials.
1989-1990	*Executive Director*, We Mean Clean!/Citizens and Businesses For A Clean New Haven, New Haven, CT Managed all aspects of programs and operations for this non-profit organization, an affiliate of Keep America Beautiful, including producing events; recruiting, training and supervising volunteers; working with community organizations; developing and implementing a public relations campaign, event promotion and publicity; developing budgets; and securing funding and in-kind contributions.
1988-1989	*Consultant*, Keep America Beautiful Committee, a sub-committee of the City of New Haven's Solid Waste Management Commission Designed and implemented New Haven's Keep America Beautiful organization including writing by-laws; recruiting members for and establishing a Board of Directors; attaining 501(c) 3 status; and fundraising.
1988-1989	*Recycling Consultant*, City of New Haven

	Designed and implemented recycling programs in municipal buildings.
1983-1989	*Assistant Director, Project Director, Public Relations Director* Parkfriends, Inc., New Haven, CT
1979-1983	*Marketing Administrator, Selection/Placement Specialist, Field Assistant* AFS International, New York, NY
Notary Public	Commission expires February 28, 2012
Coaching Certification	State of CT Coaching Five-Year Renewable Coaching Permit 2009-2014

Areas of Expertise

- Time Management and Balancing Multiple Tasks/Priorities
- Financial Accounting and Controls
- Scheduling
- Staff Management
- Quality Control
- Client Relations
- Publicity and Public Relations
- Event Design and Production

Skills

- Bookkeeping and Accounting
- Computer literacy: personal computers, Microsoft Office, Internet, QuickBooks Pro

Education

B.A., English, Ithaca College, (k)

Melissa Spear, Authorized Representative

WORK EXPERIENCE

2009-Present New Haven Ecology Project/Common Ground New Haven, CT
Environmental Education Center, High School, Urban Farm

Executive Director

- Management responsibility for overall performance and operation of Common Ground, an environmental education center, charter high school and urban farm serving a diverse community of youth and adults from its 20 acre campus at the base of West Rock State Park. Common Ground includes an environmental education center providing community programs designed to cultivate habits of healthy living and sustainable environmental practice; an environmentally themed charter high school serving over 150 students; an urban farm producing healthy food for Common Ground's students and the New Haven Region; and a Green Jobs Corp that employs over 30 economically disadvantaged urban youth each year. The Executive Director's responsibilities include oversight of 35 full time and over 50 part-time seasonal staff, budgeting, financial management and reporting, development, Board relations, strategic planning, program design and implementation, and site maintenance. Common Ground operates on a $3.5 million annual budget. Accomplishments over the past year include:
  - Improving financial oversight and reporting including updating the Accounting Manual, instituting new budgeting procedures, establishing additional financial controls, modifying the chart of accounts and revising financial reports to more accurately reflect Common Ground's financial activities.
  - Writing and implementing a successful $140,000 Technology Grant that funded the complete technological transformation of Common Ground High School. Managing the implementation of the grant, including upgrading the wireless network, installing smart-board technology in every classroom, deploying of 140 new laptops throughout the school for teachers and students, and adopting sophisticated course management software that integrates technology and electronic media into every lesson.
  - Working with the Director of Community Programs to significantly increase participation in community programs offered at Common Ground.
  - Launching a Master Site Planning process that has resulted in a 20 year plan of development for the Common Ground Campus. The Plan will ensure that development of the campus is appropriate, rational, orderly and strategic.
  - Updating key policies and procedures including the Employee Handbook, By-laws, Employee Review process, and Internet and Computer Use policies.
  - Planning and overseeing the completion of multiple projects resulting in significant improvements to Common Ground's facilities and site.
  - Organizing "Kids, Farms and Food", an ongoing collaboration between organizations in the New Haven Region working to provide children with learning opportunities by connecting them directly with the source of their food. The goal of the collaboration is to improve the effectiveness of overall regional efforts to teach children about the broader implications of food and agricultural practices so that they make healthy and environmentally sound food choices.

WORK EXPERIENCE (CONT.)

2005-2009 The Trust for Public Land New Haven, CT
Non-profit Land Conservation

Connecticut State Director - Project Manager

- Management responsibility for general operations including supervision of staff, budgeting, legislative affairs, development, conservation finance, Board relations, project quality control and overall performance of Connecticut state office. The Connecticut operation has an annual budget of approximately $1 million and consists of the State Director, 2 project staff and 2 development staff who work to identify conservation opportunities, complete land conservation transactions that lead to the permanent protection of open space and farmland, and raise the funds necessary to further TPL's conservation mission.
- Founding member of Face of Connecticut, a broad based coalition lobbying for increased state support of open space and farmland protection and historic preservation. This group has introduced and successfully passed key legislation for farmland and open space conservation in each of the past 2 years.
- Serve on the Steering Committee of the Connecticut Land Conservation Coalition (Chair – Finance and Administration Committee) and of the Working Lands Alliance.
- Member of the Regional Management Team
- Project Manager on high profile, complex, strategic state projects. Examples of project work include: Long Beach, an on-going effort to permanently protect a regionally significant, rare undeveloped barrier beach on Long Island Sound by adding it to the Stewart B. McKinney National Wildlife Refuge; and Ethel Walker Woods, 330 acre property acquired and conserved by the Town of Simsbury after passage of an $8 million bond at referendum and a private campaign to raise $2.75 million.

1996-2005 The RETEC Group New Haven, CT
Environmental Management Consulting

Senior Program Manager, 2003-2005

- Key member of senior management team providing strategic oversight of RETEC's national Environmental Management and Sustainability consulting practice.
- Account Manager and Project Manager to largest client within practice area, in addition to several other key accounts.
- Company representative to the US Business Council for Sustainable Development
- Companywide Business Development resource within service area.

Operations Manager, 2000-2003

- Responsible for business operations of 25-person office of environmental consulting firm working in Sustainable Development and Design, Environmental Management System design and implementation, EH&S Software Tool development and implementation, and Management and Remediation Consulting.
- Responsibilities include $1,000,000 budget, business development for office, staff supervision, training and development, high-level oversight of all environmental consulting projects.
- Appointed to 2-year position on Executive Committee of The RETEC Group.
- Participated in drafting of overall business strategy for The RETEC Group.

WORK EXPERIENCE (CONT.)

Contracts Administrator, 1996-2000

- Developed and implemented standard Licensing Contract designed to protect intellectual property in custom developed software products.
- Aligned business processes and sales offerings with contractual framework.
- Implemented license fees resulting in significant additional revenues.

COMMUNITY SERVICE

1990-1997, 2004-present Planning and Zoning Commission Bethany CT

- Chaired committee responsible for producing report on protection of Bethany's rural character.
- Played principal role in researching and synthesizing information and served as primary author for Bethany's first Town Plan of Conservation and Development. Public outreach included multiple town-wide workshops, public hearings, and information sessions, published information pieces and press releases.
- Participated in researching and evaluating regulatory options for implementing adopted Town Plan of Conservation and Development.
- Completed 10-year revision of Town Plan of Conservation and Development

1992-1997 Co-Founder and Chair of Save our Open Space

- Organized grass roots movement to advocate for open space acquisition and protection by town. Implemented fundraising campaign that financed educational and advocacy programs led by group. Led development of open space preservation strategy presented to town.
- Conducted a study of the fiscal impacts of open space acquisition, which served to support arguments for municipal investment in Open Space.
- As a result of grass roots effort, open space preservation is still actively supported by town which has invested over $1.000.000 in open space acquisition and protection since 1996, and continues to allocate $100,000 annually to a Land Acquisition Fund.

1997- 2001 Selectwoman Bethany CT

- Elected to the Board of Selectmen in Bethany for two consecutive terms.
- Chaired Tri-Town Collaborative Teen Committee, a coalition of youth groups, elected officials and interested citizens formed by a three-town region to study need for a regional Teen Center. Conducted formal needs assessment of 7th through 12th graders in tri-town region. Findings presented to Boards of Selectmen of three towns.

2003-2004 Bethany Conservation Commission

- Assisted with completion of updated Open Space Plan.

EDUCATION

(k)(6) [redacted] Masters in Forest Science Yale School of Forestry and Environmental Studies

- Courses of study include Silviculture, Forest Management, Soils, Conservation Biology, Land Use Management, Environmental Economics, and Environmental Policy. Conducted forest inventory and developed management plan for key section of the Appalachian Trail along the Housatonic River in Kent, CT.
- Master's Thesis titled "The Effectiveness of Land Use Regulation as a Conservation Tool"

(k)(6) [redacted] Masters in Business Administration IESE, Barcelona, Spain

(k)(6) [redacted] Bachelors in Zoology University of California, Santa Barbara

- Emphasis in Botany and Ornithology

OTHER

Fluent in Spanish

Computer Literate, Proficient in Microsoft Office

Joel Tolman, Director of Impact & Engagement

WORK EXPERIENCE

COMMON GROUND HIGH SCHOOL, URBAN FARM & ENVIRONMENTAL EDUCATION CENTER

DIRECTOR OF IMPACT & ENGAGEMENT, 2014-PRESENT

Leads Common Ground's work to become a more effective and inclusive organization – including strategic planning, evaluation, growth strategies, partnerships, and community outreach. Supervises Green Jobs Corps Manager and Environmental Leadership Program Coordinator. Provides organizational leadership as a member of Common Ground's management team.

DIRECTOR OF DEVELOPMENT & COMMUNITY ENGAGEMENT, 2008-2014

Directed organization's efforts related to fundraising, partnership development, and media, social media, and public relations. More than doubled grant revenue and individual giving, helped to launch a major capital campaign, and secured the resources necessary to grow organizational reach significantly. Responsible for development and successful implementation of major new programs and initiatives, including Common Ground's Green Jobs Corps. Acted as part of Common Ground's management team.

TEACHER, 2003-2010

Developed and taught active, authentic courses at the nation's oldest environmental charter school. Led projects in which student designed permanent outdoor interpretive exhibits, planned and launched social ventures, published stories about their neighborhoods, developed legislative proposals for state legislators, conducted and published oral histories, developed literacy of elementary students, and monitored urban particulate matter. Managed scheduling for all students and led school-wide planning around environmental learning and leadership.

Forum for Youth Investment

Consultant, 2003; Senior Program Associate, 2001-2002; Program Associate, 2000

Led work related to youth involvement in community development, high school reform, effective learning environments, and out-of-school opportunities at a national youth advocacy organization. Managed long-term projects, wrote publications and articles for diverse audiences, provided technical assistance to communities, developed successful grant proposals, and planned/led workshops for national and municipal audiences.

Character Education Partnership

Princeton Fellow, 1998-2000

Executed program and fundraising work at national non-profit providing leadership in K-12 ethics education. Wrote grants and supported foundation fundraising, campaign planning and donor relations. Developed resources for teachers, articles, Web features, etc. Participated in program development, strategic planning, and evaluation.

Education

GEORGE WASHINGTON UNIVERSITY — *MASTERS OF EDUCATION, [redacted]*

Completed coursework resulting in M.Ed. with certification in secondary (7-12) social studies. Took on responsibility for student teaching at School Without Walls Senior High School, an interdisciplinary, community-based alternative high school, and Paul Junior High Independent Charter School.

WILLIAMS COLLEGE — *GRADUATE WITH HONORS, MAGNA CUM LAUDE, BACHELOR OF ARTS, [redacted]*

Completed Community and Geography Studies major (self-designed) and Environmental Studies concentration. Wrote thesis on the architecture of community housing. Awarded fellowship from Oakley Center for the Humanities and Social Sciences and the Environmental Studies Director's Prize.

SELECTED COMMUNITY INVOLVEMENT

Participant, Community Leadership Program, Graustein Memorial Fund. Fellow, Elm City Fellowship for Children & Families, Annie E. Casey Foundation. Past Board Member, Common Ground High School, Urban Farm, and Environmental Education Center. Founding Board Member & Past Board Chair, Global Youth Connect, an international youth-led human rights organization. Creator & Leader, Rock to Rock Earth Day Ride.