

## **CITY KIDS WILDERNESS PROJECT**

### **POSITION: JET Coordinator**

Location: Broken Arrow Ranch in Jackson, WY

Supervisors: Director, Program Directors

Position: Full-time; Residential

Date of Employment: June 7 – August 3, 2018

**Position Description:** The JET Coordinator works with a small team of co-workers as a part of a summer-adventure based program for youth. City Kids Wilderness Project's mission is to inspire confidence and leadership in children and teens from Washington, D.C. We provide a multi-year experiential curriculum of outdoor adventures, backcountry trips, personal growth, and JET opportunities during three summer sessions. Base camp is our beautiful ranch, Broken Arrow Ranch, in Hoback Junction just south of Jackson Hole, Wyoming. The City Kids JET program provides residential structured internship and job shadow experiences for youth who have completed the camper phase of the City Kids Program.

The JET Coordinator is the logistical coordinator, primary mentor, daily supervisor for all JETs in the JET Camp Leader and Internship Programs. These include the following responsibilities.

**Manage Career Exploration & Internship Programs:** The JET Coordinator is responsible for the daily logistics Internship and Career Exploration programs. This includes providing or arranging transportation to and from internship sites. This position requires significant time driving daily. Coordinators maintain regular contact with each intern's supervisor, requesting and responding to evaluation/feedback on each intern's performance. The JET Coordinator will also help interns develop individualized projects associated with their personal and career interests, and supervise the implementation of their projects. In addition, the JET Coordinator is responsible for creating and leading workshops for participants on topics including leadership development, workforce development skills, and college & post-secondary education preparation and support.

**Provide Daily & Overnight Supervision for JETs:** This is a full-time/ residential position requiring the JET Coordinator to live on-site with 8-10 high school interns in a shared house. Daily supervisory responsibilities include; nightly and free-time supervision, and behavior and group management as necessary. Coordinators are responsible for establishing supportive community and living expectations norms for JETs living in the intern program. JET Coordinators plan free-time events and outdoor trips for JETs, past examples include whitewater rafting trips, hikes, and events in Jackson town.

**Manage JET Camp Leaders Grand Climb Program, and NOLS Students:** Outside of internship programs, coordinators manage JET Camp Leaders when not participating in the camp program, coordinate schedules and packing of JETs attending NOLS programs, and support the Grand Climb program through supervision and trip planning.

**One-to-One Mentorship:** As the primary mentor and support staff for all interns the JET Coordinator is responsible for nightly debriefs with interns, one-on-one check-ins with individuals, and weekly evaluations.

**Provide Support for Camp Programs:** In addition to the JET Coordinator's stated responsibilities, everyone at camp is an integral part of the close-knit City Kids community and shares responsibility for day-to-day tasks as needed for the success of the entire program. JET Coordinators will be expected to help run errands, substitute for camp program counselors for overnight cabin supervision, leading a variety of camp activities and special events.

### **Position Qualifications:**

- Experience in teaching, counseling, and guiding youth; experience with teens preferred
- Patience, initiative, enthusiasm, proactive communication style, flexibility and energy are a must
- Experience developing and leading training workshops; workforce development & college preparation a plus
- Experience interacting with students one-on-one in a mentorship role

- Able to relate well to others and to work effectively with a variety of people
- Cultural competency, the ability to work in diverse communities and a commitment to social justice, equity & inclusion
- An understanding and commitment to the goals and philosophy of City Kids and experiential education
- Able to provide appropriate structure, perspective and guidance in the process of program delivery
- Possession of a valid/clean driver's license
- Able to anticipate and manage potential hazards, both physical and emotional
- Possession of sound judgment and the ability to manage a group effectively under stressful conditions
- Possession of first aid certification appropriate to adventure and wilderness activities, to include as a minimum CPR (ARC Professional Rescuer or AHA Health Care Provider) and Wilderness First Aid (or ARC Advanced First Aid), Lifeguard certification is required.

**Compensation:** \$350/week; Paid training; Workers Compensation Insurance; Room & Board; Access to All Camp Facilities

**To Apply:** Email cover letter & resume to [hire@citykidsdc.org](mailto:hire@citykidsdc.org)