



## **City Kids Wilderness Project**

Program Coordinator

Supporting Ranger & Mountaineer Campers (6<sup>th</sup> and 7<sup>th</sup> graders)

**Type of Position:** Full-time position, schedule based on out-of-school time school-year and summer program offerings.

**Commitment:** City Kids is asking that candidates interested in this role be willing to make a three to five year commitment to the program. As a multi-year youth development program serving youth from 6<sup>th</sup> – 12<sup>th</sup> grade and beyond, staff stability and commitment make a critical difference in the success of the program.

**Compensation:** Role starts in the low \$30,000's and if benchmarks are met, this role will receive a \$4,000 increase at the start of their second, third, and fourth year at City Kids.

**Location:** Washington, DC during the school year, and Jackson, WY for June and July.

**Position Start:** Early September with possible July visit to WY; Required dates: Overnight October 7<sup>th</sup> – 9<sup>th</sup>

**Company Description:** City Kids Wilderness Project is a nonprofit program founded (1996) on the belief that providing enriching life experiences for underserved youth can enhance their lives, the lives of their families, and the greater community. We aim to provide extraordinary wilderness and community-based experiences that will inspire worthy young people of Washington, DC to dream, see beyond their current circumstances, and ultimately succeed in building a healthy, happy, and productive life. Our goals include that our youth graduate from high school or earn their GED, that they enroll in a postsecondary education program or obtain a job, and that they are involved and connected members of their community. Programs take place throughout the year in and around Washington, D.C. and during the summer at our ranch in Jackson Hole, Wyoming. Youth enroll as sixth graders and continue their engagement with City Kids through middle school, high school and beyond.

**Position Summary:** The Program Coordinator will be responsible for the planning and delivery of high-quality out-of-school time programming including afterschool, outdoor adventure, and experiential education programming throughout the school year and summer. The Program Coordinator works with a team of staff, volunteers, and interns to implement programming and reports to the Director of Programs. In addition to leading DC based programming, this role will come out to the City Kids camp in WY as a part of staff training, and two sessions of camp.

### **Key Responsibilities:**

#### **Youth Outreach & Support**

- Support the continued enrollment of all participants. Conduct regular outreach to disengaged youth and families, and youth who need additional resources and support.
- Distribute, collect, track, and submit applications and all other required participant paperwork.

#### **New Student Recruitment**

- Support annual new participant recruitment efforts. Activities include, school presentations, parent meetings, youth interviews, gathering and following up on applications, and logging into database.

### **Afterschool Program**

- Create a stimulating, organized, and structured Afterschool environment in which City Kids can advance academically and socially.
- Ensure that all program materials are available on-site in advance of programming.
- Coordinate with site partner to ensure City Kids programming needs are met, and maintain a positive partnership with host and other organizations.
- Manage and drive City Kids Afterschool shuttles to transport students.
- Communicate daily with parents and students about daily attendance, schedule changes, special field trips, and pick-up.
- Proactively communicate with Afterschool Educators to coordinate lesson plans, logistics, purchase materials, and arrange transportation needs.
- Prepare and lead City Kids lessons, supervise snack and recreation time, and tutor students during homework completion time.
- Support volunteers that serve as individual tutors for the Afterschool program.
- Report and document programming photographs and data, such as attendance and behavioral trends in City Kids database.
- Serves as on-site lead for afterschool Monday – Wednesday during afterschool program hours: 3pm -7:30pm.

### **Weekend Day and Overnight Trips / School Break Programming**

- Coordinate and lead outdoor adventure and experiential education programming, including weekend trips, evening field trips, family workshops, and individual youth and family mentorship.
- Responsible for coordinating all aspects of trips including emergency response plan, first aid, gear, meals, liaising with contracted guides, transportation, post-trip cleaning, and parent follow-up.
- This role will work 1 – 3 weekend trips per month including organizing and leading trips for Rangers and Mountaineers as well as serving as a staff member on other City Kids trips. (when not working weekend trips, this person can work a regular work schedule on another week day)
- School Holiday & Spring Break trips – may include day trips, 2-3 night overnight trips, or week long adventures during spring break and other school break periods.
- Research and liaise with outdoor outfitters and other vendors to support program needs. Secure permits as necessary.

### **Summer Camp**

- Serve as assistant camp director for 1 – 2 sessions of camp depending on cohort(s).
- Lead on parent communication, and student follow-up. This includes confirming final camper enrollment and required forms, as well as communication with families, staff, and travel agent regarding transportation and flights.
- Curriculum development and building consistency between school curriculum, afterschool, weekend trips, and summer camp programming.
- Leadership role in summer staff training, and on-going staff support throughout the summer.

### **Community / Family Outreach & Programming**

- Conduct regular outreach to youth, families, and program partners through mailings, emails, phone calls, and in person meetings to maximize the involvement of each enrolled youth.
- Maintain strong relationships with existing partner organizations, and work to build new relationships to support City Kids youth and programs in Washington, DC and Jackson, WY.

### **Staff Supervision**

- Supervising staff including trip leaders, afterschool educators, and summer staff. Involved in the hiring and training process for program staff, as well as ensuring that staff paperwork is complete, and that staff receive regular feedback and evaluations.
- Ensure Afterschool Staff team is completing lesson plans in a timely manner and incorporating academic and enrichment component into lesson implementation.

- Schedule staff and volunteers to support and/or lead each trip/activity. Each trip must meet City Kids' requirements for staff to student ratios, and staff qualifications.

### **Program Development & Evaluation**

- Design programming that promotes City Kids goals and outcomes including; building interpersonal skills, problem solving, openness to trying new things, caring for self, others and the environment. Each activity or trip should include a goal setting, and reflection component.
- Create and maintain written program materials and curriculum. Collect written program materials and curriculum from part-time afterschool staff, and weekend trip leaders.
- Ensure that youth records are properly maintained and files are complete and up to date.
- Enter daily attendance into program database immediately following program activity.
- Support program evaluation work, including administering surveys and soliciting feedback.

### **Fundraising and Budget Support**

- Ability to stay within budgeted expenses, attention to cost and ability to negotiate discounts and in-kind donations is critical.
- Assist with annual program budgeting.
- Support required grant reporting including expenditure and grant reporting for current and future funding for City Kids programs.
- Assist with fundraising efforts including Impact Tours, funder site-visits, and benefit events.

### **Commitment**

- Requires regular work on weekends and evenings during the school year.
- On-call duty during regular programming, trips, and summer camp.
- Camp based schedule in Jackson, Wyoming for staff training, and June and July.

### **Sample Schedule:**

This role requires a non-traditional work schedule including evening hours to manage the afterschool site and other afterschool programs, as well as weekend programs. Sample schedule: Monday – Wednesday 12:00-8:00pm, Thursday and Friday 9-5 or Saturday 8-4. Schedule is based on out-of-school time hours, and on the program calendar which this role will be involved in implementing and creating.

*All other duties as assigned by the Director of Programs. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position.*

### **Qualifications:**

- A personal commitment to and deep understanding of City Kids' mission.
- Experience and passion for planning and leading youth based outdoor adventure programming.
- Summer camp, previous outdoor adventure or experiential education experience preferred.
- Experience and passion for working with under-resourced youth.
- A successful track record of mobilizing a team, and inspiring and leading youth.
- Attention to detail required.
- Outstanding verbal, written, and listening skills.
- Flexibility, creativity and the ability to thrive in an evolving environment.
- An engaging and dynamic manner that demonstrates warmth and good humor when working with others. Personal qualities of maturity, humility, strong work ethic & a roll-up-my-sleeves attitude.
- A valid, clean driver's license.
- Current CPR, Wilderness First Aid or higher certification.
- Pre-employment background checks will be conducted.

**How to Apply:** Send resume and cover letter to [callie@citykidsdc.org](mailto:callie@citykidsdc.org). Please specify the job title in the subject line.