



### **City Kids Wilderness Project**

**Position:** Program Director

**Primary Location:** Washington, DC

**Summer Travel/Location:** Jackson, WY

**Reports to:** Executive Director

**Company Description:** City Kids Wilderness Project is a nonprofit organization founded (1996) on the belief that providing enriching life experiences for under-resourced youth can enhance their lives, the lives of their families, and the greater community. We strive 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 Director is primarily based in DC and provides strategic leadership for and manages City Kids' programs. This role works in partnership with the Wyoming Site Director to provide leadership for City Kids' Wyoming based programs. The Program Director sets the goals and priorities for the program team and engages all program staff to ensure this work is of the highest caliber, has the largest impact, and is empowering for both staff and program participants. The Program Director is responsible for financial oversight of all program work, including partnership building, budgeting, and contributing to writing and reporting for program-related grants. This role represents the program team to the Board of Directors and other key stakeholders, and contributes to the overall direction of the organization as a member of the leadership team.

### **Key Responsibilities:**

#### **Implementation & Oversight of City Kids Programming**

- *Program Oversight & Leadership:* Oversee all programming in Washington, DC and work in partnership with WY Site Director and Camp Director to oversee summer programming at our ranch in Jackson, WY, ensuring strict adherence to City Kids' and/or other applicable standards. Programming includes weekend outdoor adventure trips, afterschool programs, leadership and job training workshops, service learning programming, college and career preparation, summer camp, as well as individual youth and family mentorship.
- *Planning & Schedule Development:* Develop annual program goals and schedule (afterschool, weekend outdoor adventure trips, JET training and programming, summer camp, recruitment, orientation, etc.) ensuring that programmatic, operational, and administrative benchmarks for the program and the organization are set and met.
- *New Student Enrollment:* Support, and as needed, lead new student recruitment, parent and family orientations, and program enrollment process in partnership with Program Coordinators.
- *Program Implementation & Logistics:* Work with Program Coordinators to plan trips and program activities, participate in programming as a leader and program facilitator, and serve as a key programmatic point of contact. Create logistics plans for vehicles, gear, trips, and staffing to ensure smooth program operations.
- *Strategic Plan Implementation:* Direct and support the program team in managing the implementation of City Kids' strategic plan. Use data, research, and learnings from past iterations to inform priorities in staff training, program design, and resource allocation.

- *Partnerships:* Maintain strong relationships with existing partner organizations and work to develop new strategic partnerships for the organization both in Washington, DC and in Jackson, WY.
- *Budget:* Work with department staff and ED to develop annual program budget. Ensure adherence to budget.
- *Crisis Management:* Serve as an on-site lead for risk management and crisis management. Provide staff leadership during crisis moments, serve as a communications lead with insurance, staff, & board as needed.

### **Staff Management and Training**

- *Staff Management & Evaluation:* Directly supervise and schedule program staff to ensure that program goals are met. Oversee volunteer engagement. Provide regular observation, support, and evaluation. Provide and evaluate outcome measures for staff and provide regular feedback / evaluations.
- *Staff Training:* Provide training and professional development opportunities for all staff. Work closely with City Kids' Program Coordinators, WY Site Director, and Camp Director to plan and implement seasonal and full-time staff training in DC, and summer staff training in WY.
- *Hiring & Onboarding:* Direct full-time program staff hiring and on-boarding processes, support program staff in managing school year and summer staff hiring process. Ensure that strong systems and plans are in place to support on-boarding of new staff seasonally. As needed, strategically update City Kids' staff hiring processes, including building partnerships for talent pipelines, and exploring a fellowship / AmeriCorps model.
- *Positive Work Environment:* Create a motivating and rewarding environment that promotes excellent program implementation, and continuous learning. Maintain an internal culture that reflects City Kids' values of respect, experiential learning, and a deep respect and appreciation of our youth, community and the environment.

### **Program, Curriculum, and Policy Development**

- *Strategic Planning & Program Development:* Provide on-going leadership in strategic planning and program development to ensure that City Kids' programming continues to evolve and grow to best meet the needs of our participants, ensuring strict adherence and development of risk management practices, impact & evaluation goals, and to ensure a fun and rewarding environment for participants and staff.
- *Curriculum Development:* Document and build out City Kids' curriculum, working closely with staff across the organization to ensure a coherent and impactful curriculum across cohorts, locations, and age groups.
- *Policy Implementation & Updates:* Work closely with staff across the organization to implement, assess, and as necessary, create and update internal policies, procedures, and budgets.

### **Risk Management**

- *On-going Risk Management Work:* Serve as a lead for risk management practices including program operations, backcountry practices, staff training requirements, and other areas as needed.
- *Risk-Management Build-Out:* Work closely with WY Site Director, Operations Specialist, Camp Director, and Executive Director to continue to build out City Kids' risk management practices. This may include leadership with external risk management audits, researching and working towards accreditation, and providing training to staff, volunteers, and board members on City Kids' risk management practices.

### **Youth, Family & Alumni Support**

- *Youth & Family Engagement:* Build out youth and family engagement strategies to include additional opportunities for family involvement to potentially include home visits, increased family programming, and family camp opportunities. In addition to supporting staff in conducting youth and family outreach, the Program Director will conduct direct outreach in order to build relationships, understanding, and support.
- *Alumni Engagement:* Regularly connect with program alumni, serving as a long-term mentor and supporter. Connect alumni to City Kids opportunities or other community resources in order to further their development towards goals.
- *Transition & Crisis Management Support:* Provide direction and support to staff who are supporting participants and families during difficult personal transitions/crisis situations. Connect participants/families to resources such as counseling or other services in our community.

## **Data and Evaluation**

- *Outcomes Evaluation:* Provide leadership and evaluate outcome measures for programs as outlined in the City Kids' Evaluation Guide, ensuring consistent tracking and analysis of programmatic data and reporting on progress towards outcomes. Provide leadership and training on organizational outcomes to stakeholders.
- *Site-Visits:* Conduct regular site visits at each program, provide feedback via debriefs and site observations.
- *Data Analysis & Stakeholder Reporting:* Use City Kids' data tools and Salesforce database to analyze and present data on youth or organizational outcomes. Use data to test strategies, hold staff accountable for outcomes, and inform business strategies. Ensure the efficient use of data and data tools by program staff.

## **Development and External Relations**

- *Development:* Work closely with the ED and development team on fundraising efforts including grant proposals, expenditure and grant reporting, donor meetings, donor site-visits, and events.
- *Communications:* Cultivate and steward the City Kids brand, ensuring consistent internal and external communication. Support the development of marketing and communications materials such as the annual report, infographic, and news articles.

## **Commitment**

- Requires regular work on weekends and evenings during the school year.
- On-call duty during regular programming, trips, summer camp.
- Camp based schedule for summer staff training, and one to three camp sessions during June - August.  
*Note: City Kids is adding a new WY Site-Director who will directly oversee summer programming in WY. As such, the Program Director will not need to be present in WY for the full summer.*

*All other duties as assigned by Executive Director. 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 / The Program Director Will Bring:**

- A personal commitment to and deep understanding of City Kids' mission.
- A successful track record of program management with at least 8 years of professional experience including 4+ years in a leadership role with responsibility for managing programs and teams, ideally at an education or youth development organization serving low-income communities.
- Experience with program / wilderness risk management and crisis management experience is required. Sound judgment, responsiveness, and flexibility in addressing unexpected and urgent health and safety concerns.
- Current Wilderness First Responder preferred.
- Bachelor's degree required; Master's degree in social work, counseling, education, or related field is strongly desired. Knowledge of adolescent development and positive youth development is strongly desired. Professional social work, therapeutic, or counseling experience is a plus.
- Cultural Competence: Cultural sensitivity and humility in working with diverse and low-income populations, with an understanding of systemic and institutionalized racism facing communities of color. Professional and/or personal experience in helping teams engage around Diversity, Equity, and Inclusion.
- Experience building and maintaining strong relationships with diverse community stakeholders, such as schools and community partners, youth and families, donors and funding partners.
- Program budgeting / financial management experience.
- Bilingual: English / Spanish desired.
- Outstanding verbal, written, and listening skills. Openness in communicating up, down, and across an organization; ownership of personal actions and team outcomes.
- Flexibility, creativity, ability to manage multiple demands and to thrive in an evolving environment. Skill and experience in leading through change and ambiguity, demonstrating flexibility, resourcefulness, and calm; can decide and act without having the total picture; can comfortably handle risk and uncertainty.
- Personal qualities of maturity, humility, strong work ethic, and roll-up-my-sleeves attitude.

**Salary & Benefits:** Salary is competitive for the role with similar sized nonprofits in the city. Benefits include medical, dental, and vision plan with 100% employer contribution, 10 paid holidays, 20 days paid time off, and on-going professional development opportunities.

**How to Apply:** Interested candidates should send a cover letter and resume to [eloise@citykidsdc.org](mailto:eloise@citykidsdc.org) Please write "Program Director" in the subject line. No phone calls please. Target start date is fall 2017, with potential for an earlier start and/or site-visit to our summer programming in WY.