



**City Kids Wilderness Project**  
Afterschool Program Site Coordinator  
Coordinating Afterschool Programming  
(6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> Graders)

**Type of Position:** Part-Time, Seasonal, with schedule based on out-of-school time school year program offerings.

**Location:** Washington, DC: September - May

**Timeframe:** Part-time role working 25-30hrs/week September to mid-May.

**Commitment:** 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. We ask all applicants to consider this critical component of the job when applying.

**Compensation:** Hourly pay rate competitive with industry and commensurate with applicant's experience. Scheduled annual salary increases will be planned in accordance with individual's experience and starting salary.

**Position Start:** Early September

**Company Description:**

City Kids Wilderness Project (CKWP) is a nonprofit program founded (1996) on the belief that providing enriching life experiences for DC 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 Afterschool Site Coordinator will work 25 - 30 hours a week from September through mid-May. He/she/they will lead the implementation of CKWP's Afterschool program for 6<sup>th</sup>-8<sup>th</sup> graders Monday through Thursday from 1pm - 7:30pm and work two hours (flexible schedule) on Fridays. The Site Coordinator will work with one Afterschool Educator and the Program Director to develop, implement, and manage CKWP Afterschool programming and its quality. This includes all operational aspects of the afterschool program, including, but not limited to: transportation logistics, participant supervision, parental communication, field trip planning, partner coordination, recording attendance, purchasing and distributing snacks, developing programming materials, and contributing to the program as an instructor. This role will be responsible for preparing lessons following DC Academic and Common Core Standards and activities, as well as leading the lessons in a manner consistent with CKWP's vision and mission.

City Kids is seeking highly organized and detail-oriented candidates with skill and leadership in middle school education, youth development, program development and design, as well as experience managing operations

both in the outdoors as well as in a classroom. Candidates must have a passion for the outdoors, and the ability to share and encourage that passion in CKWP youth. Candidates should have experience with several of the following activities: site coordination/operations experience, teaching, tutoring, group facilitation, activity/lesson planning, hiking, camping, trip leading, and other outdoor activities. The Site Coordinator may also assist in building partnerships with schools and local organizations to recruit new students for the program.

The Afterschool Site Coordinator must be available during the following hours:

- **Monday, Tuesday, Wednesday and Thursday:** 1:00pm to 7:30pm.
- **Fridays:** 2hrs of work required; hours flexible.
- Additional hours may be available based on candidate interest and organizational need.

**Key Responsibilities:**

- Create a stimulating, organized, and structured environment in which City Kids can advance academically and socially.
- Manage one part-time, seasonal After School Educator.
- Manage volunteers/interns as needed.
- Ensure that all After School Program materials are available on-site in advance of programming.
- Coordinate with site partners to ensure City Kids programming needs are met, and maintain a positive partnership with other organizations and schools.
- Manage and drive City Kids Afterschool shuttles to transport students as needed.
- Communicate daily with parents and students about daily attendance, schedule changes, special field trips, and pick-up.
- Proactively communicate with Afterschool Educator to coordinate lesson plans following DC Academic and Common Core Standards, logistics, purchase materials, and arrange transportation needs.
- Prepare and lead City Kids lessons, supervise snack and recreation time, and tutor students during academic time.
- Recruit volunteers to 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.
- Distribute, collect, track, and submit applications and all other required participant paperwork as needed.
- Other duties as are necessary for the operation of trips and programs as assigned by the Program Director and other City Kids leadership.

**Additional Qualifications/Skills:**

- College degree from an accredited institution, or presently earning a degree in a relevant field, preferred.
- Experience teaching, counseling, or mentoring youth; experience with at-risk youth preferred.
- Lesson planning experience and familiarity or willingness to familiarize self with DC Academic and Common Core Standards.
- Experience managing others.
- The ability to relate well to others and to work effectively with a variety of people.
- An understanding and commitment to the goals and philosophy of City Kids.
- Exceptional organizational skills and attention to detail.
- Experience establishing positive group dynamics and culture among youth and adults.
- Patience, initiative, enthusiasm, proactive communication style, flexibility in variety of situations.

- Proficient and regular use of email and common software/programs like Microsoft Office, Google Drive, and Dropbox.
- Proficient in using Salesforce database system.
- Exceptional written and verbal communication skills.
- Knowledge of basic computer and web-based research tools.
- First Aid Certification and CPR, Wilderness First Aid or higher preferred.
- Valid Driver's License (Must have had a driver's license for a minimum of 2yrs).
- Candidates must successfully pass a background check, drug, test and be fingerprinted before they will be eligible to start working in the after school program this fall.

**To Apply:** Candidates are encouraged to apply as soon as possible. Applications including a cover letter, resume, and salary history should be sent to the Program Director, Monique Jeffers-Dailey: [hiring@citykidsdc.org](mailto: hiring@citykidsdc.org). Please write the name of the job you are applying to in the subject line. For more information about City Kids Wilderness Project, please refer to our website at [www.citykidsdc.org](http://www.citykidsdc.org).