



City Kids Wilderness Project
Program Coordinator
Supporting Elite & Leadership Campers
(8th and 9th Grade Campers)

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

Commitment: As a multi-year youth development program serving youth from 6th – 12th 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: Competitive and commensurate with experience. Scheduled annual salary increases will be planned in accordance with individuals experience, performance, and starting salary.

Location: Washington, DC during the school year, and Jackson, WY for early June, late July through mid-August.

Position Start: Late August, 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 Program Coordinator will be responsible for the planning, coordination, and delivery of high-quality programming for Elite and Leadership Program Level participants (8th and 9th graders) designed to build resiliency, broaden horizons, and lay the foundation for a successful life. Programming includes school year and summer leadership development, outdoor adventure trips, experiential education programming, and summer camp. City Kids strives to provide youth with a continuum of programming to support their changing needs as they transition from middle school to high school. The Program Coordinator works with a team of staff, volunteers, and interns to implement programming and reports to the Program Director.

In addition to leading DC-based programming during the school year, the Program Coordinator will spend summer months (early June, late July through mid-August) in Jackson Hole, WY at City Kids Broken Arrow Ranch to support and lead staff training and camp sessions for Elite & Leadership cohorts.

Elite & Leadership Program Highlights:

- School-Year Outdoor Adventure: Day and overnight trips include skiing, kayaking, and camping.
- Summer Camp: Leadership development through outdoor challenges.
- High School Preparation (group & individual): High school application support, goal-setting and planning, middle school to high school transition programming.

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.
- Serve as a mentor to your cohort of City Kids participants and by helping to ensure they develop important academic and life skills, are exposed to new opportunities and a wide array of resources, makes positive life choices, stays in school, and graduate with a plan for pursuing post-secondary education or career opportunities.

Afterschool Program

- Support Afterschool programming as needed through driving City Kids shuttles to transport students to program site.
- Help manage Afterschool Risk Management issues as needed.
- Provide back-up support on occasion. You may be asked to step in and coordinate with school partners, support volunteers and afterschool educators, prepare City Kids lessons, and other Afterschool program duties as needed.

Weekday Programming

- Coordinate and lead programming through the week, including evening field trips after school, family workshops, youth workshops and individual youth and family mentorship/engagement.
- Conduct regular open office hours one day per week to meet with students and families as needed.

Weekend Day and Overnight Trips / School Break Programming

- Coordinate and lead weekend and overnight outdoor adventure and experiential education programming.
- 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 weekend trips for Elite and Leadership youth (8th and 9th graders in the CKWP program), as well as serving as a staff member on other City Kids trips. (Note: During weeks that require weekend work, Program Coordinator work week schedules are adjusted.)
- 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.
- Ensure strong risk management and coordinate risk management practices.

Summer Camp

- Leadership role in summer staff training in early June (at Broken Arrow Ranch in Jackson, Wyoming).
- Serve as Elite and Leadership Program Coordinator in late July through August at Broken Arrow Ranch in Jackson, Wyoming.
- Support DC-based summer programming depending on programmatic needs.
- Lead parent communication and student follow-up. This includes confirming final Elite and Leadership enrollment and required forms, as well as communication with families, staff, and travel agent regarding transportation and flights.
- Manage evaluation process for Elite and Leadership cohorts.

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.

Staff Supervision

- Supervising staff, including trip leaders. May be 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.
- 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.
- Maintain an internal culture that reflects City Kids values of respect, positivity, experiential learning, an appreciation of the environment, and the underlying belief of the potential of all of our youth.

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.
- Develop and manage middle school to high school transition programming for Elite members.
- Build connections between camp level programming and JET level programming for Leadership students in effort to ease transition to JET programming.
- Create and maintain written program materials and curriculum. Collect written program materials and curriculum from 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.

All other duties as assigned by the Program 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.

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 while at staff training and at camp
(Note: During weeks that require weekend work during the school year, Program Coordinator work week schedules are adjusted)

Qualifications:

- A personal commitment to and deep understanding of the City Kids mission.
- Highly organized with strong planning and management skills.
- Experience and passion for planning and leading youth-based outdoor adventure programming.
- Summer camp, previous outdoor adventure or experiential education experience preferred.

- 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 (must have had driver's license for at least 2 years)
- Current CPR, Wilderness First Aid or higher certification.
- Pre-employment background checks will be conducted.

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.