



## **CITY KIDS WILDERNESS PROJECT**

**POSITION:** High School Program Instructor and Residential Support

**Location:** Broken Arrow Ranch in Jackson, WY

**Supervisors:** High School Program Manager

**Position:** Full-time; Residential

**Date of Employment:** June 10 – August 6, 2020

**Position Description:** The High School Program Instructor and Residential Support 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 High School program provides residential structured internship and job shadow experiences for youth who have completed the camper phase of the City Kids Program.

The High School Program Instructor and Residential Support is the logistical coordinator, primary mentor, daily supervisor for all JETs (High Schoolers) in the Internship Programs. These include the following responsibilities.

**Manage Career Exploration & Internship Programs:** The High School Program Instructor and Residential Support 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 High School Program Instructor and Residential Support will also help interns develop individualized projects associated with their personal and career interests, and supervise the implementation of their projects. In addition, the High School Program Instructor and Residential Support 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 High School Program Instructor and Residential Support 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. The High School summer staff team are responsible for establishing supportive community and living expectations norms for JETs living in the intern program. The High School summer staff team plan free-time events and outdoor trips for JETs, past examples include whitewater rafting trips, hikes, and events in Jackson town.

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

**Support JET Camp Leaders Grand Climb Program, and Outside Programs:** Outside of internship programs, the high school summer staff team support management of JET Camp Leaders when not participating in the camp program, coordinate schedules and packing of JETs attending partner programs such as NOLS & Outward Bound. Finally, this positions supports the annual Grand Climb program for JETs by providing supervision and trip planning assistance.

**Provide Support for Camp Programs:** In addition to the High School Program Instructor and Residential Support'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. The high school summer staff team will be expected to help run errands, substitute for camp program counselors for overnight cabin supervision, and assist 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)