



City Kids Wilderness Project
Program Coordinator
Supporting JETs (10th – 12th Grade Participants)

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

Commitment: As a multi-year youth development program serving youth from 6- – 12- 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.

Location: Washington, DC

Compensation: Competitive with industry salaries with a starting range of \$35,000-40,000.

Position Start: January/February 2020

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 coordination and delivery of high-quality programming for JET participants designed to broaden horizons, build resiliency, and lay the foundation for a successful life. In addition, the Program Coordinator will be responsible for intensive individual outreach for each JET in the program. Programming includes both school year and summer trips and workshops, including leadership and professional development trainings, outdoor adventure trips, community service trips, summer internships and post high school planning support. City Kids strives to provide youth with a continuum of programming to support their changing needs as they transition from high school to young adulthood.

JET Program Highlights:

- School-Year Outdoor Adventures: Day and overnight trips include, hiking, rock climbing, canoeing, biking, camping, service trips and more.
- School-year JET Training evening workshops aimed at preparing students for various summer experiences with City Kids and program partners.
- Paid professional development opportunities including summer career exploration and internship programming.
- Outside Program Partnerships: Opportunities for youth to go on extended outdoor trips with partner organizations
- Grand Climb: High school students self select to climb Grand Teton Mountain each summer.

- Post-Secondary Preparation (group & individual): College tours, scholarship and application support, goal-setting and planning
- Program Coordinator spends 2 weeks in Jackson, WY in early June and another 1-2 weeks in August (3-4 weeks total each summer)

Key Responsibilities:

Youth Outreach & Support:

- Support the continued enrollment of all participants, including outreach for and support in the completion of all enrollment paperwork.
- Conduct regular outreach to youth and families to provide support and confirm attendance on trips.
- Conduct regular outreach to disengaged youth and families, and youth who need additional resources and support.
- Connect students with partners to provide services for individual needs.

School Year Weekend 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 supporting 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. When not working weekend trips, this person can work a regular work schedule on another weekday.
- School Holiday & Spring Break trips – may include day trips, 2-3 night overnight trips, or week long adventures during spring break or other school break periods.
- Ensure strong risk management and coordinate risk management practices.

JET Trainings and Afterschool Programming

- Coordinate and support weekly JET Afterschool Office Hours or Community Service Hours, providing a meeting space for JETs to receive help on college applications, homework, and resume building, and JETs to find supportive, positive mentors.
- Responsible for supporting JET Trainings including updating and implementing curriculum, reaching out to students to ensure attendance, food, and materials.
- This role will work 1 – 2 week nights per week including JET Trainings, Family Events, Recruitment Events or JET Office and Community Service Hours

Summer Programming

- Work with JET Program Manager to update and implement curriculum and to build consistency and connections between SYEP, the JET Intern Program, JET Camp Leader Program, JET Career Exploration Week, and JET Outdoor Expeditions.
- Coordinate and implement the DC-based Summer Youth Employment Program (SYEP) at City Kids.
- Supervise two summer interns who will support in SYEP Program Implementation.
- Create meaningful professional development experiences for SYEP JETs.
- Provide relevant training for SYEP JETs.
- Plan and implement meaningful and fun programming for SYEP JETs.
- Lead trips in the DC area that build connection to place for SYEP JETs.
- Attend and support in leading summer staff training in WY.
- Provide weekly feedback to SYEP JETs and share with JET Program Manager in Wyoming
- Communicate clearly any individual or group issues with JET Program Manager

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, volunteers and interns.
- Involved in the hiring and training process for summer high school program staff and summer SYEP interns.
- Supports and coordinates JET involvement in interview process
- 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

- Implement 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.
- Maintain and update written program materials and curriculum.
- 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.

New Student Recruitment

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

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
- Camp-based schedule in Jackson, Wyoming from June – early August

All other duties as assigned by the JET Program Manager, Program Director and WY Site 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:

- Experience in teaching, counseling, and guiding youth; experience with teens preferred
- Experience and passion for planning and leading youth-based outdoor adventure programming.
- Experience working with children in outdoor, camp or other residential settings, trip leading preferred.
- Experience developing and leading training workshops; workforce development & college preparation preferred
- Experience interacting with students one-on-one in a mentorship role
- 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.

- Cultural competency, the ability to work in diverse communities and a commitment to social justice, equity & inclusion
- 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 a 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 and resume should be sent to Meena Fernald, JET Program Manager: hire@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.