



### **City Kids Wilderness Project**

Program Manager

Supporting Job Experience Training Program (JETS)

10<sup>th</sup> – 12<sup>th</sup> Grade Participants

**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 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:** \$45,000-\$55,000

**Location:** Washington, DC during September to May (school year- reporting to the DC-Based Director of Programs); Jackson, WY June to mid-August (summer - reporting to the Wyoming-Based Director of Programs).

#### **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. Because of COVID-19, City Kids has adapted programming in Spring and Summer 2020 to be all virtual. While we are planning for a mix of in-person and virtual programming in the Fall, we will closely monitor CDC guidance and coordinate with DCPS and other partner organizations to make determinations about in person programming.

#### **Position Summary:**

The Program Manager will be responsible for the planning, management, and delivery of high-quality out-of-school time programming for JET Program participants (10<sup>th</sup>-12<sup>th</sup> grade). Programming is designed to build resiliency, broaden horizons, and lay the foundation for a successful life and includes: school year and summer leadership and professional development, outdoor adventure trips, experiential education, internship, job training, community service, summer camp and post high school planning support for high school aged participants. 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. The Program Manager works with a team of staff, volunteers, and interns to implement programming and reports to the Program Director & Site Director (season dependent).

In addition to leading DC-based programming during the school year, the Program Manager will spend summer months (June – August) in Jackson Hole, WY at City Kids' Broken Arrow Ranch to lead staff training and manage high school programming through three sessions of camp.

Flexibility and creativity have been our guideposts as we navigate this pandemic. While the position summary outlined highlights outdoor and in-person programmatic responsibilities, this position will require a willingness to adapt and reimagine City Kids programming in a virtual context.

**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 Manager relocates to Jackson, WY late-May through mid-August (3 months) each summer.

**Key Responsibilities:****Youth Outreach & Support:**

- Manage 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.
- Connect students with partners to provide services for individual needs.

**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 the City Kids participant database.

**Weekday and Weekend Programming / Overnight Trips / School Break Programming**

- Manage and lead programming through the week, including evening field trips, after school workshops and activities, family orientations and individual youth and family mentorship.
- Manage and lead one-day and overnight outdoor adventures and experiential education programming.
- Responsible for managing all aspects of trips including creating an emergency response plan and pre-trip plan, first aid, gear, meals, liaising with contracted guides, transportation, post-trip cleaning, incident management, parent/youth outreach and parent/youth follow-up.
- Manage JET participation on middle school trips and provide training and support needed to prepare high school students to be strong trip leaders.
- Work 1 – 3 weekend trips per month including organizing and leading trips for JETs as well as serving as a staff member on other City Kids trips. (Note: During weeks that require weekend work, Program Manager work week schedules are adjusted.)
- Manage student application, selection, placement and participation processes for JETs attending “outside programs” (NOLS, Wilderness Adventures, Outward Bound, etc.).
- 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.
- Conduct regular open office hours one day per week to meet with students and families as needed
- Research and liaise with outdoor outfitters and other vendors to support program needs. Secure permits as necessary.
- Ensure strong risk management practices on trips.

**Summer Programming**

- Serve as JET Program Manager for 4 sessions of high school career exploration and internship programming and the JET Camp Leader program.
- Manage “outside program” participation and logistics for up to 10 youth selected for external scholarship programs. (NOLS, Wilderness Adventures, Outward Bound, etc.)

- Lead on parent communication and student follow-up. This includes confirming final JET enrollment and required forms.
- Responsible for coordinating all JET flights and confirming itineraries with JETs and families. On call for all JET flights to/from Wyoming and other trips.
- Support curriculum development and building consistency and connections between the JET Intern Program, JET Camp Leader Program, JET Career Exploration Week, SYEP Program and JET Outdoor Expeditions.
- During the summer, manage communication between programming partners for students participating in external activities.
- Manage internships with the support of WY Based Staff for JETs based on their career interests and goals.
- Manage evaluation process for JETs.
- Provide relevant training for JETs.
- Leadership role in summer staff training and provide on-going staff support throughout the summer.

### **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 & Hiring**

- Supervise one full-time staff member, the JET Program Coordinator, tasked at supporting and coordinating JET programs and activities.
- Supervise part-time and temporary staff including trip leaders, interns, and summer staff. Involved in the hiring and training process for summer high school program staff and that staff receive regular feedback and evaluations.
- Manage JET participation in interviewing all potential candidates for employment at City Kids.
- 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.
- Lead JET Summer staff training.

### **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.
- Create and maintain written program materials and curriculum.
- Ensure that youth records are properly maintained and files are complete and up to date.
- Enter daily attendance into the program database following program activities.
- 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 management activities including grant writing, reporting, and expenditure 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.
- On-call duty during regular programming, trips, and summer camp.

- Camp-based schedule in Jackson, Wyoming June-August.

*All other duties as assigned by the Program Director or 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:**

- Cultural competency, the ability to work in diverse communities and a commitment to social justice, equity & inclusion.
- A personal commitment to and deep understanding of 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.
- Experience in developing and leading college preparation and professional development activities.
- Experience in designing online program curriculum and/or activities.
- A successful track record of mobilizing a team, inspiring and leading high school youth, and an understanding of high school aged youth development.
- 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 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 the Director of Programs, Monique 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).