



### **City Kids Wilderness Project**

**Position:** Director of Programs, DC

**Primary Location:** Washington, DC

**Summer Travel/Location:** Washington DC and Jackson, WY

**Reports to:** Executive Director

**Salary Range:** \$70K - \$90K

**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 young people of Washington, DC to dream, broaden their horizons, and ultimately succeed in building a healthy, happy, and productive life. 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. City Kids recently launched an expanded Alumni Program in 2020, serving 18-25 year old City Kids participants.

**Position Summary:** The Director of Programs, DC is based in Washington, DC and provides strategic leadership for, and implementation and management of, City Kids' DC-based youth and alumni programs. This role reports to the Executive Director and works in partnership with the Director of Programs, WY to set goals and priorities for all youth, family, and alumni programs. City Kids is looking for a Director of Programs who is mission-centered and has strong experience in youth development, outdoor/wilderness programs, and wilderness risk/crisis management. CK is looking for a collaborative and committed leader motivated to create fun, engaging, and inclusive programs, and build relationships with youth, families, and partners. As an essential member of the City Kids leadership team, the Director of Programs, DC will help to design and communicate organization-wide strategic priorities, identify best practices and improve internal systems aligned with City Kids Diversity, Equity, Inclusion, and Justice (DEIJ) Statement of Beliefs. Additionally, the Director of Programs, DC plays a critical role in sharing Program and other related organizational updates to the City Kids Board of Directors and other stakeholders.

### **Key Responsibilities:**

- **Design, Implementation & Oversight of City Kids DC-based Programming:** Responsible for the leadership, design, and implementation of DC-based youth programming, as well as the Alumni Success Program.
- **Crisis/Risk Management:** In collaboration with the Program and Executive team, lead risk management and crisis management across the organization and all programs.
- **Staff Management and Training:** Directly supervise four Program Managers and support supervision of seasonal employees to ensure that program goals are met; Plan and implement seasonal and full-time staff training in DC.
- **Volunteer Engagement:** Manage the recruitment and retention of volunteers; Oversee volunteer training and connect volunteers to opportunities to staff weekend programming.
- **Curriculum Development:** Document and build out City Kids' curriculum in partnership with the Director of Programs, WY and the program team to ensure a coherent and impactful curriculum



across cohorts, locations, and age groups.

- **Policy Implementation & Updates:** Lead staff across the organization to implement, assess, and as necessary, create and update internal policies, procedures, and budgets.
- **Youth & Family Engagement:** Build out youth and family engagement strategies to include additional opportunities for family involvement.
- **Outcomes Evaluation:** Design, review, and evaluate outcome measures for programs.
- **Development and External Relations:** Support fundraising efforts, including grant proposals, expenditure and grant reporting, donor meetings, donor site-visits, and events.

**Work Commitment:**

- Requires regular work on weekends and evenings during the school year.
- Regular availability for in-person/on-site incident response and on-call duty during regular programming, trips, and summer camp.
- Requires some travel to Jackson, WY and participation in camp-based schedules.

**Qualifications / The Director of Programs, DC Will Bring:**

- A personal commitment to and deep understanding of City Kids' mission and values.
- A youth-centered, fun, flexible, collaborative, and creative approach and spirit to the work.
- Skill and experience in leading through change and ambiguity, demonstrating, resourcefulness, and calm; can comfortably handle risk and uncertainty.
- A successful track record of youth and wilderness/outdoor program management with at least 8 years of professional experience, ideally at an education or youth development organization.
- Demonstrated experience working with Black and Latinx youth.
- Ability to understand, appreciate and interact with people from cultures or belief systems different from one's own. Professional and/or personal experience in helping teams engage around Diversity, Equity, and Inclusion.

**Salary & Benefits:** Salary Range is between \$70K - \$90K. Salary commensurate with experience and position responsibilities as well as other Directors at City Kids. 20 days PTO in first year, paid holidays, employer paid medical, dental, and vision plan, access to 401K services, access to employee paid short-term disability, long-term disability, and life insurance, and on-going professional development opportunities.

**Hiring Process and Timeline:** Interested candidates should send a cover letter and resume to [sarah@citykidsdc.org](mailto:sarah@citykidsdc.org). Please write "Director of Programs - DC" in the subject line. No phone calls please.

Deadline for application submission is April 23, 2021. Phone screens will be performed on a rolling basis, and interviews are planned to be scheduled between late April and May. City Kids values recommendations and questions from a range of stakeholders during the hiring process, and applicants can expect interviews with staff and youth. We may also request a brief work sample. Start date is targeted between June and August 2021 (an earlier start is negotiable).