



City Kids Wilderness Project

Position: Program Manager, Camper Program (6th and 7th Grade Ranger & Mountaineer Participants)

Primary Location: Washington, DC

Summer Location (June - July): Washington DC and Jackson, WY

Reports to: Director of Programs, DC (Year-round), Camp Director (Summer)

Salary Range: \$45K - \$57K

Organization 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. City Kids is a cohort-based program over 7 years with 4 camper levels (Grades 6 - 9) and 3 Job Experience Trainee (JET) levels (Grades 10 - 12). City Kids recently launched an expanded Alumni Program in 2020, serving 18-25-year-old participants. City Kids is a dynamic, collaborative, and mission-centered organization. Creativity, compassion, strong interpersonal skills, flexibility, and a strong team player mindset will be critical qualities in any City Kids staff member, particularly as the organization embarks upon a three-year strategic planning process this Fall, and strives to continue high-impact programs during the ever-evolving COVID-19 pandemic.

Position Summary: The Program Manager is responsible for the planning, management, and delivery of high-quality out-of-school time programming for Ranger and Mountaineer Program Level participants (6th and 7th graders). This role will also play a critical role in the design of new and/or modifications to existing programming as City Kids embarks upon a Strategic Planning process in Fall 2021. This role is responsible for leading, managing and supporting the design and implementation of:

- Program Design, Leadership, and Management and Implementation: Afternoon, day and overnight outdoor adventure (hiking, rock climbing, canoeing, biking, camping, skiing, horseback riding, and more) and other experiential learning.
- New participant recruitment and continued camper enrollment processes
- Family and youth engagement and communication
- Summer camp leadership at residential summer camp located in Jackson, WY. Program Manager relocates to WY June-July (2 months) each summer
- Recording and tracking data related to youth attendance and impact
- Manage all program level expenses, including trip budget creation, assist with annual program budgeting.
- Support required grant reporting and write/review program-level specific grant applications and reports, as needed.
- Assist and attend funder site-visits, donor tours of program space, and benefit events, as needed.



The Program Manager currently works with a team of 11 full time staff and supervises up to one full-time staff member and/or 2 part-time program educators or instructors. The role also oversees weekend trip instructors, volunteers, and interns when implementing DC-based programming and reports to the Director of Programs, DC during the late summer/school year (August to May). The Program Manager will spend summer months (June & July) in Jackson Hole, WY at City Kids' Broken Arrow Ranch to support and lead summer camp staff training and two sessions of residential camp. During June and July, the Program Manager reports to the Assistant Program Director, WY (Camp Director). While in DC, the Program Manager work schedule often includes weekend and evening hours and does not adhere to the traditional 9am – 5pm workday. During the summer months, this role adheres to a residential camp-based schedule in Jackson, Wyoming and on-call duty during regular programming, trips, and summer camp.

Qualifications / A City Kids Program Manager Will Bring:

- A personal commitment to and deep understanding of City Kids' mission and values.
- A youth-centered, fun, collaborative and creative approach and spirit to the work.
- Flexibility, creativity, ability to manage multiple demands and to thrive in an evolving and dynamic environment. Skill and experience in leading through change and ambiguity, demonstrating flexibility, resourcefulness, and calm; can comfortably handle risk and uncertainty.
- Strong project management skills.
- Outstanding verbal, written, and listening skills. Openness in communicating up, down, and across an organization; ownership of personal actions and team outcomes.
- Personal qualities of maturity, humility, strong work ethic, and roll-up-my-sleeves attitude.
- Experience building and maintaining strong relationships with diverse community stakeholders, such as schools and community partners.
- A successful track record of youth and wilderness/outdoor program management with at least 4 years of professional experience, including 2+ years in a role with responsibility for managing programs and teams.
- Prior experience at education or youth development organizations serving low-income communities.
- Summer camp, previous outdoor adventure or experiential education experience required.
- Strong experience with program / wilderness risk management and crisis management experience is required.
- Knowledge of adolescent development and positive youth development is strongly desired.
- 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.
- CPR and First Aid (WFA); Mandated Reporter training, DCPS clearance, FBI background check, and NSO registry clearance.
- Fluency in Spanish is preferred.
- Wilderness First Responder preferred.

Salary & Benefits: Salary Range is between \$45K - \$57K. Salary commensurate with experience and position responsibilities as well as other Program Managers at City Kids. 20 days PTO in the 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 hire@citykidsdc.org. Please write "Program Manager – Ranger & Mountaineer" in the subject line. No phone calls please.

Deadline for application submission is September 1, 2021. Phone screens will be performed on a rolling basis, and interviews are planned to be scheduled in early September. 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 for late September (an earlier start is negotiable).