



City Kids Wilderness Project
Program Manager - JET Program
Supporting Job Experience Training Program (JETS)
10th – 12th Grade City Kids Participants

Position: Program Manager, Job Experience Trainee (JET) (10th - 12th grade City Kids Participants)

Location: Washington, DC during September to May

Jackson, WY June to mid-August

Salary: \$55K - \$65K

Reports to: Director of Programs, WY

Company Description:

City Kids Wilderness Project's mission is to build resiliency, broaden horizons, cultivate community, and develop skills for success in DC youth through a long-term, cohort-based model that utilizes both the wilderness and urban environment to encourage growth. City Kids aims to inspire youth to use their personal power to shape the future of their own lives and change in the greater community. We envision a world where individuals, communities, and systems evolve to create a bright, inclusive, and just future for all youth. 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 launched an expanded Alumni Program in 2020, serving 18–25-year-old City Kids participants. Current staffing includes approximately 45 full and part-time/seasonal employees in the Washington, DC region and in Jackson, WY. More information on City Kids can be found at www.citykidsdc.org.

Position Summary:

The JET Program Manager will be responsible for the planning, management, and delivery of high-quality out-of-school time programming for Job Experience Trainee program participants (10th-12th graders). Programming 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 DC and WY Program Directors (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 JET programming through three sessions of camp.

Program Highlights:

- *School-Year Outdoor Adventures:* Day and overnight trips include hiking, rock climbing, canoeing, biking, camping, horseback riding, ski/snowboarding, service trips, and more.
- *School-year JET Training evening workshops:* Preparing students for various college and career preparatory summer experiences with City Kids and program partners.

- *Paid professional development opportunities:* Summer career exploration and internship programming.
- *Outside Program Partnerships:* Opportunities for youth to go on extended outdoor trips with partner organizations
- *Mountaineering:* High school students self-select to climb the Grand Teton 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:

- Primary staff mentor for all youth in the JET program
- Responsible for building individual relationships with youth to support their success in the City Kids program and beyond
- Primary family contact for all JET youth
- Manage the continued enrollment of all participants. Conduct and document regular direct calls and outreach to disengaged youth and families, and youth who need additional resources and support.
- Responsible for maintaining participation rates for JETs, as determined by programmatic strategic goals
- 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 on scheduled weekends.
- 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 as junior leaders on trips with younger City Kids cohorts. and provide training and support needed to prepare high school students to be strong trip leaders.
- Work ~2 weekend (day and/or overnight) local, DMV area trips per month, including organizing and leading trips for JETs as well as serving as a staff member on other City Kids trips.
- Manage JET 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

- Plan and prepare JETs for summer programs during the school year, including leading the annual Fall JET selection and winter/spring training programs for summer placements
- Work in coordination with the WY Summer team to design summer schedules and curriculum

- Serve as JET Program Manager for 2 sessions of high school career exploration and internship programming, 1 outdoor expedition session 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 and document regular direct call and 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 part-time and temporary staff including trip leaders, interns, and summer staff. Involved in the hiring and training process for the summer JET program staff and ensuring 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 DC or WY Director of Programs. 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. Wilderness First Responder Preferred.
- Pre-employment background checks will be conducted.

Compensation: City Kids is committing to investing in our talent because we believe it is directly correlated with our impact. We commit to a compensation model that is value-aligned, transparent, clear and benefits the total well-being of the employee, thereby making it possible for staff to thrive and grow at City Kids.

We are currently revamping our entire compensation policy to ensure we are honoring our compensation commitments and plan to be complete by Fall 2022. As part of this effort, we will have salary bands based on a clear set of criteria. We anticipate the salary for this role being between \$55K - \$65K, based on the tier you fall in.

In addition to the salary, this role will include a full benefits package which is also being revamped, but includes:

- Hybrid Remote/In Person Work for Office Based Employees
- Dental, Health, Vision, 100% covered for individual and ability to add family members for additional payroll deduction
- Optional Short Term and Long-Term Disability
- 401K Administration and match
- 20 days PTO (increases with tenure at organization)
- 3+ "Rest & Rejuvenation" Office Closure Days
- Jury Duty, Vaccination, and Bereavement Leave

- Allotted budget for individual professional development opportunities
- Variety of rewards and recognition events and opportunities
- Outdoor Retailer Discounts

Application Process: Resume reviews begin immediately. Please send an email with your cover letter and resume to the Director of Programs, WY, Meena Fernald, at [hiring@citykidsdc.org](mailto: hiring@citykidsdc.org). Include "JET Program Manager" in the subject line.

Applications will be accepted until the position is filled. Phone screens will be performed on a rolling basis and interviews are planned to be scheduled in mid-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 mid to late September 2022. City Kids Wilderness Project is an equal opportunity employer.