



DC SUMMER PROGRAM COORDINATOR

POSITION SUMMARY

Position: DC Summer Program Coordinator, Part-Time SYEP Position (Ages 22-24)

Primary Location: Washington, D.C.

Reports to: DC Director of Programs

Compensation: \$17.95/hour, 24-30 hours/week

Position Start: June 29th, 2026

Position End: August 7th, 2026

To apply for this position, visit summerjobs.dc.gov/page/youth.

WHO WE ARE

At [City Kids Wilderness Project](#), our mission is to build resiliency, broaden horizons, cultivate community, and develop skills for success in DC youth. City Kids does this through a long-term, cohort-based model that utilizes both the wilderness and urban environment 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 with the same cohort of youth through 12th grade and beyond. Our work is grounded in our [Core Values](#) and guided by our [DEI statement of beliefs](#).

City Kids Wilderness Project is a Host Employer for DC's Summer Youth Employment Program (SYEP) and offers programming that complies with SYEP policies and procedures. This role, while hosted by City Kids, is fully paid for through the DC Government's Summer Youth Employment Program. City Kids SYEP Programming is offered to our currently enrolled participants in grades 8-12. Eligible City Kids youth placed at the City Kids SYEP site will be participating in programming in DC whenever they are not at Wyoming-based programming between June 29th - August 7th.

WHAT YOU'LL DO

The DC Summer Program Coordinator supports all SYEP program planning and implementation for our currently enrolled participants in grades 8-12.

PROGRAMMING

- ★ Assist with planning, ensuring curriculum alignment, implementing, and evaluating programs, including but not limited to:
 - College & Career Readiness Workshops
 - Community Service & Awareness Outings
 - Outdoor Adventure Programming
- ★ Assist with gathering and documenting youth feedback

OUTREACH & OPERATIONS

- ★ Administrative Support
 - Record and input daily youth attendance in DC SYEP and City Kids databases
- ★ Youth Outreach and Support

- Communicate effectively and build relationships with youth and families in person and via phone, email, and text
- Foster a community built on respect, positive participation, and caregiver engagement in SYEP programs
- ★ Community Partners
 - Assist in maintaining strong relationships with existing partner organizations
- ★ Staff Leadership & Culture
 - Aid in coordinating program volunteers as needed
 - Uphold the [City Kids Core Values](#)
- ★ Budget Support
 - Adhere to budgets for programs, paying attention to cost and negotiating discounts and donations where appropriate
- ★ General Support
 - Assist with the maintenance, organization, and cleanliness of gear, program spaces, and vehicles
 - Complete assigned tasks and projects as set by DC Program Director and Program Manager

WHO YOU ARE

Minimum Requirements & Certifications

- Between 22-24 Years Old (*This is an eligibility requirement set by DC MBSYEP*)
- Able to get fingerprinted and pass a background check by May 29, 2026
- Valid, unrestricted, clean driver's license
- First Aid & CPR Certification (WFA, WFR or EMT Preferred)
 - ◆ City Kids can provide support in obtaining a First Aid & CPR Certification

Skills

- Experience working with middle and high school-aged youth
- Experience leading professional development and college preparation workshops
- Cultural competency, the ability to work across lines of difference.
- Ability to self-regulate emotions and work safely with youth who may be agitated, emotionally and physically triggered, or reactive
- Understanding of behavior as a form of communication and ability to separate behavior from the individual
- Awareness of group dynamics and ability to set and hold group norms and expectations
- Adaptability and flexibility in an exciting and variable work environment
- Attention to detail and commitment to high quality work
- Strong risk management practices, including situational awareness, judgement, decision making, and emergency response
- Growth-oriented and human-centered approach to conflict with power and privilege in mind

Behaviors

- Commitment to social justice, equity, and inclusion
- Personal commitment to and deep understanding of City Kids' mission and values
- A warm and good-humored approach to working with others
- A youth-centered, fun, collaborative, and creative approach and spirit to the work