



## PROGRAM MANAGER (RANGER & MOUNTAINEER)

### POSITION SUMMARY

**Position:** Program Manager, Full-Time

**Locations:** Washington D.C. (primary) and Jackson, WY (June/July)

**Reports to:** Director of Programs, DC

**Salary Range:** \$60,000 - \$75,000

**Position Start:** August / early September 2026

### 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 the same cohort of City Kids peers through 12th grade and beyond. Our workplace is an intentional community of folks who approach their work in a warm, fun, youth-centered and collaborative manner. Our work is grounded in our [Core Values](#) and guided by our [DEI statement of beliefs](#).

The Ranger & Mountaineer Program focuses on school-year and summer programming for 6th & 7th grade participants. Programming includes activities and experiences in nature that aim to build outdoor skills, deepen youth connection to the unique history, environment, and culture of the places they live and visit, and teach youth the critical skills to thrive to, through, and beyond high school.

### WHO YOU ARE

#### Experience & Knowledge

- At least 4 years of professional experience in youth development, middle school experience preferred
- Experience working at a summer camp, in outdoor adventure, and/or in experiential education
- Proven track record of developing and maintaining strong relationships with diverse community stakeholders, such as schools and community partners to support program recruitment

#### Skills & Behaviors

- Personal commitment to and deep understanding of City Kids' mission and core values
- Cultural competency, the ability to work across lines of difference
- Commitment to social justice, equity, and inclusion
- Growth-oriented and human-centered approach to conflict with power and privilege in mind
- Ability to do effective outreach to youth, caregivers, schools, and partners, including developing materials, facilitating information sessions, and relationship building
- 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
- Ability to self-regulate emotions and work safely with youth who may be agitated, emotionally and physically triggered, or reactive
- Adaptability and flexibility in an exciting and variable work environment
- Attention to detail and commitment to high-quality work
- Time management & project management
- Strong risk management practices, including situational awareness, judgment, decision-making, and emergency response
- Ability to use data management systems (i.e. Salesforce) and basic graphic design skills (i.e. Canva)
- Fluency in Spanish a plus



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### Certifications & Clearances

- Current CPR, Wilderness First Aid, or higher certification required; Wilderness First Responder preferred
- Driver's license and clean driving record required
- Must be able to pass a comprehensive background clearance check, which encompasses local, state, and national criminal databases as well as the National Sex Offender Registry

### Commitment

- Requires regular work on weekends and evenings during the school year
- On-call duty during regular programming, trips, and summer camp
- Residential camp-based schedule in Jackson, Wyoming for June and July annually

## WHAT YOU'LL DO

The Program Manager (Ranger & Mountaineer) is responsible for the planning, management, and delivery of high-quality out-of-school time programming for Ranger and Mountaineer Program Level participants (6<sup>th</sup> and 7<sup>th</sup> graders). Outdoor adventure programming includes hiking, backpacking, canoeing, rock climbing, and biking with a focus on building foundational social & emotional skills. This role also leads the City Kids youth recruitment process throughout the school year and serves as the main point of contact for families of newly accepted youth (Rangers).

### PROGRAMMING

- **DC School Year Programming** | Oversee and implement all aspects of school year programming for 6th and 7th grade City Kids participants, including logistics and emergency planning
- **New Applicant Recruitment** | Design materials and lead outreach to 6th grade youth in DC through school visits and virtual orientations, communicating directly with families, leading applicant programming and guiding internal applicant review and selection processes
- **Wyoming Summer Camp Planning & Implementation** | Manage general camp program logistics, including oversight of daily programming, special events, curriculum implementation & youth support as a member of the summer leadership team
- **Curriculum Development & Implementation** | Develop, maintain, and update program curriculum, with a goal to build consistency between school year and summer camp programming

### OUTREACH & OPERATIONS

- **Youth and Family Outreach and Support** | Primary point of contact for all applicants, 6th and 7th graders; Rangers & Mountaineers; communicate effectively and build relationships with youth and family in person and via phone, email, and text
- **Community Partners** | Foster strong relationships with existing partner organizations and develop new partnerships for youth recruitment, connecting students with community partners as needed
- **Staff Leadership & Culture** | Aid in recruiting, hiring, training, and supervising staff, including trip leaders, volunteers, JETs, interns, and summer staff. Contribute to a positive and healthy workplace and community culture.
- **Program Administration & Evaluation** | Administer program evaluation surveys and solicit feedback from youth in order to improve programming; maintain youth records and attendance in Salesforce
- **Fundraising and Budget Support** | Adhere to budgets for programs, paying attention to cost and negotiating discounts and donations where appropriate



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### COMPENSATION

City Kids is committed 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. As such, City Kids uses a Compensation Rubric with a clear set of criteria for each salary band offered.

In addition to the salary, this role will include a full benefits package, which will include:

- Hybrid Remote/In-Person Work
- 100% employer-paid health, dental, and vision coverage (individual); family coverage available
- Employer-paid Short-Term Disability and optional employee-paid Long-Term Disability
- 401K Administration
- 4 weeks PTO (increases with tenure at the organization)
- Up to one week of additional "Rest & Rejuvenation" office closure days
- Jury Duty, Vaccination, and Bereavement Leave
- Outdoor Retailer Discounts

### APPLICATION PROCESS

Candidates should send a resume and cover letter to [hring@citykidsdc.org](mailto:hring@citykidsdc.org) with "Program Manager" in the subject line.

*The above statements are intended to describe the general nature and level of work to be performed by the individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties as necessary. Minimal heavy lifting and no strenuous activity are required; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. City Kids Wilderness Project is an equal opportunity employer.*