

## URBAN**PROMISE** MINISTRIES JOB DESCRIPTION

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Position Title: Expeditions Program Director Department: Office of Experiential Learning  
Reports To: Assistant Director of Experiential Learning Salary Range: \$41,117 + Benefits Package  
Generous PTO & 401 (K)

### Position Summary:

At the heart of all positions at UrbanPromise is the love for and commitment to children and youth. We embrace the value of relationships with our students through the mission of UrbanPromise-- to equip children and young adults with the skills necessary for academic achievement, life management, spiritual growth, and Christian leadership. The Office of Experiential Learning seeks to complement UrbanPromise's highly successful academic programming with experiential and project-based learning opportunities.

In support of the UrbanPromise mission, the Expeditions Program Director is responsible for the planning, implementing, and growing of experiential learning curriculum and opportunities through the UrbanTrekking program at UrbanPromise, primarily at UrbanPromise Academy. They must keep a focus on relationship-building and large-picture vision of equipping students to engage the world as servant-leaders while managing various administrative details to assure the successful implementation of the program.

### Essential Job Functions:

1. Plan and guide UrbanTrekking expeditions and local opportunities for students, including overnight trips, weekly cycling opportunities, planning and debrief student-meetings, and other experiential learning opportunities across UPM.
2. Collaborate with UPM staff, community, and local volunteers to provide a holistic opportunity for the formation of servant leaders in Camden.
3. Integrate discussions of faith in times of reflection, mentoring, or relationship building.
4. Mentor any interns involved with the UrbanTrekking programming. Provide weekly check-ins and guide with a personal development plan. Delegate tasks, paperwork, and student meetings as necessary.
5. Develop relationships with the community of UrbanPromise youth and intentionally build times for mentorship both in and outside of program times. This can include attending student sporting events, game nights, phone conversations, etc.
6. Embrace and implement the protocols, existing traditions, and expeditions of the UT program.
7. Develop and cultivate relationships with volunteers to facilitate their assistance in various aspects of EL programming (expedition leaders, cycling coaches, etc)
8. In collaboration with the Environmental Education Program Director, develop curriculum for the leadership and educational components of expeditions and programming.
9. Continue to maintain and document all UrbanTrekking trips (pre and post trip) and activities through monthly and weekly administrative processes. This includes our badge tracking system of matching trip objectives with expedition and skills badges.

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## Essential Job Functions continued:

10. Maintain communication with UT sponsors and keep relevant online media communications up to date (i.e., Blog Posts, Facebook, Instagram, etc.)
11. Maintain all UrbanTrekking gear clean, organized, and in working condition.
12. Participate in and seek out professional training and development opportunities.
13. Attend and actively participate in regular staff meetings, monthly all-staff meetings, and periodic all-staff events. Assist in UrbanPromise development activities.
14. Participate in Individual Assessment Plan (employee performance evaluation) process.
15. The Expedition Program Director role requires daily engagement with administrative duties which is a core function of the position.
16. Employee will comply with all employee handbook policies and communicable disease policies.

## Essential Job Requirements:

EDUCATION	University education (preferably in environmental sciences, education, or related field) or three years equivalent experience in said related fields.
EXPERIENCE	Demonstrated commitment to social justice. Working with teens and/or planning and implementing environmental and/or outdoor educational experiences
REQUIRED SKILLS & ATTRIBUTES	Networking, communication, organization, collaboration, confidence, self-motivation, dynamic, relationship-driven, administrative minded, visionary, passionate about working with youth, able to travel freely for various days on expeditions. the ability to work with a diverse range of people, cultural sensitivity, and current driver's license with a CDL and WFR Certified (or ability to acquire both within six months of employment)
PREFERRED SKILLS or a willingness to learn	Basic outdoor skills (camping, hiking, biking, paddling, swimming & on the water skills etc.), Microsoft Office, video editing, basic photography & photo editing, bike mechanics, marketing,
PHYSICAL REQUIREMENTS	Ability to participate in a wide variety of outdoor activities of varying difficulty and intensity (road biking, mountain biking, hiking, swimming, backpacking, paddling, carrying boats etc.)

### Equal Employment Opportunity/Anti-Discrimination Policy

UrbanPromise is an equal opportunity employer. The Ministry seeks to be a community that appreciates differences regardless of cultures and backgrounds. It is UrbanPromise's policy to grant equal employment opportunities to qualified individuals without regard to race, creed, color, national origin, religion, ancestry, age, marital status, affection or sexual orientation, domestic partnership or civil union status, sex, pregnancy (including childbirth and pregnancy related conditions), handicap or disability, nationality, citizenship, gender identity or expression, genetic information, service in the armed forces of the United States, status as a veteran, and any other status or classification protected by applicable federal, state, or local law.