

URBAN**PROMISE** MINISTRIES JOB DESCRIPTION

Position Title: Assistant Director of Experiential Learning Department: Office of Experiential Learning

Reports To: Dir. of Experiential Learning Salary Range: \$36,000-42,000 + Full Time Benefits

Position Summary: The assistant director of experiential learning is responsible for managing all program staff to include the UrbanTrekks Program Director, the Urban BoatWorks Program Director and the Environmental Education Program Director in the office of experiential learning (OEL), providing support and guidance in program management, working with and supporting the Dir. of Experiential Learning in fundraising initiatives (event planning, assisting UPM Grant Coordinator in OEL grant management, donor communications), and managing internal reporting and data-tracking for OEL.

Essential Job Functions:

1. **Staff Management:** provide direct oversight for all OEL program directors
 - a. Create and implement staff care plan for OEL program directors
 - b. Run UPM's Performance Management Process for OEL program directors
 - c. Provide guidance and support to OEL program directors in program management, growth, and events
 2. **Cross-Departmental Collaboration:** Work with the schools and afterschool programs staff members to resource and implement experiential learning curriculum into UPM programs in conjunction with OEL staff.
 3. **Finances:**
 - a. Grants: works closely with OEL Grant Coordinator to manage all department grants and related activities in collaboration with Dir. of EL.
 - b. Events: plan (year-round) and provide logistical support for the fundraising events; Pedal for Promise and Paddle for Promise in collaboration with the Dir. of EL and UPM Development department
 - c. Support the Dir of EL and UPM CFO in OEL budget planning and management
 4. **Relational Ministry:**
 - a. Develop relationships and community with UrbanPromise Academy (UPA) students and encourage their participation in OEL programs.
 - b. Support cohesive community and culture building between the UPA and OEL programs.
 5. **Communications:** oversee and maintain the UrbanTrekks web site and social media outlets.
 - a. Coordinate and oversee creation/delivery of OEL communications (e.g. Pedal Effect, blog posts, donation receipt letters, holiday mailings, Long Haul booklet)
 - b. Maintain and update the UrbanTrekks website regularly with event and programmatic information
 - c. Oversee and ensure the maintenance of Instagram and Facebook accounts for OEL
 6. **Data Tracking:**
 - a. Maintain, manage and oversee data tracking for all grant obligations
 - b. Oversee and manage internal data tracking systems and reports (expense reports, check requests, UPM Dashboard, OEL Trip/Activity Tracker, UBW Program Participation) Help to manage and work with Director in administration of office and keeping accurate financial records and budget management.
 7. **Organization-wide:**
 - a. Participate in and seek out professional training and development opportunities.
 - b. Attend and actively participate in regular staff meetings, monthly all-staff meetings, and periodic all-staff events. Assist in UrbanPromise development activities.
 - c. Participate in Employee Performance Evaluation process (directed by Dir. of EL).
-

URBAN*PROMISE* **MINISTRIES JOB DESCRIPTION**

Essential Job Requirements:

EDUCATION	Minimum of bachelor's degree in education, experiential learning, youth ministry or related field -----
EXPERIENCE	Working with urban teens, education experiences and organization management and leadership. -----
REQUIRED SKILLS	Administrative, Personnel Management, Microsoft Office, Strong Writing and Communication Skills -----
PREFERRED SKILLS	A strong love for youth & youth development with proven organization management -----
PHYSICAL REQUIREMENTS	Outdoor activities to complement Program Directors in outdoor and on-the-water education programming i.e. swimming, hiking, paddling -----