Position Title: UrbanTrekkers Program Director

Department: Office of Experiential Learning

Reports To: Asst. Director of OEL

Salary Range: FT $36-40k with generous benefits & PTO package

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 and their families 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 UrbanTrekkers Program Director is responsible for the planning, implementation, and growing of experiential learning curriculum and opportunities through the UrbanTrekkers program at UrbanPromise, primarily at the high school, 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. Direct, organize and guide UrbanTrekkers expeditions and local opportunities for students, including overnight trips, weekly cycling opportunities, planning and debriefing student-meetings, and other experiential learning opportunities across UPM.
   a. Document all UT trips and activities through monthly and weekly administrative processes.
   b. Maintain communication with UT sponsors and keep relevant online media communications up to date (i.e. Blog Posts, social media updates, etc.)
   c. Maintain relationships with volunteers to effectively utilize their assistance in various aspects of programming (expedition guides, cycling coaches, etc)
   d. Accountable for stewardship of all UT gear and vehicles.
   e. Collaborate with UPM staff and community to provide a holistic opportunity for the formation of leaders in Camden

2. Risk assessment and risk managements are essential because of the inherent risk of activities associated with Office of Experiential Learning. UrbanTrekkers Director should consistently evaluate, implement, and enforce policies to establish a culture of health and safety.

3. Manage UrbanTrekker program budget.

4. Mentor any interns involved with UrbanTrekkers programming. Provide weekly check-ins and guide with a personal development plan. Delegate tasks, paperwork and student meetings as necessary.

5. Work collaboratively to continually evaluate and develop leadership and educational curriculum as well as policies and procedures around youth development and expedition procedures and safety.

6. Collaborate with the Environmental Education Program to provide as-needed support for on-the-water programming to facilitate greater student involvement.

7. Seek out and participate in professional training and development opportunities.

8. Actively participate in periodic all-staff events and development fundraising events.
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Essential Job Requirements:

EDUCATION
Bachelor’s Degree (preferably in Environmental Sciences, Education, or related field) or three years equivalent experience in related fields.

EXPERIENCE
Preferred experience in youth development and/or outdoor education experience.

REQUIRED SKILLS
- Demonstrated commitment to social justice
- Ability to work on diverse teams
- Relationship-driven and administratively minded with the ability to develop effective and cohesive teams, achieve strategic objectives, and manage a budget
- Excellent written, verbal and analytical skills
- Excellent time management skills.
- Strong initiative and vision for youth development
- Ability to take initiative and produce results
- Ability to travel freely for consecutive days on expeditions.
- Commercial Driver’s License and comfort driving a large vehicle with a trailer or willingness and ability to obtain within 60 days of start date of employment

PREFERRED SKILLS
- Wilderness First Responder (WFR) Certification
- Certifications in on-the-water activities
- Lifeguard certification
- Experience in paddling, swimming, sailing, camping, cycling, bike mechanics and other outdoor activities
- Microsoft Office competency (Word, Excel, PowerPoint, etc.)
- Basic video editing (iMovie, etc.)
- Basic photography & photo editing

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.)
- Must be able to lift a minimum of 30 lbs.
- Have an ability and comfort with on-the-water activity.
- A physical examination by a medical doctor that includes proof of TB and Hepatitis test must be presented if hired.

Equal Opportunity Statement
UrbanPromise values diversity, inclusion, and equity as matters of fairness and effectiveness. We are committed to hiring and retaining a staff that reflects the diversity of the communities we serve, fostering an inclusive working environment where staff of all backgrounds feel welcomed and engaged in the UrbanPromise mission, and to promote racial and social equity in our work.

UrbanPromise is an Equal Opportunity Employer and encourages applications from individuals underrepresented in the Experiential Learning sector, including people of color, and persons with non-traditional work and educational experience. All who believe they meet the stated qualifications are
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invited to apply. Applications may be submitted to UrbanPromise Ministries, Chief People Officer at pfoxx@urbanpromiseusa.org