



Position Title: Experiential and Environmental Learning Director

Department: Office of Experiential Learning

Reports To: Director of Experiential Learning

Salary Range: \$50,000-\$50,500

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 commitment to 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.

The Experiential and Environmental Learning Director (EELD) works as a part of the Office of Experiential Learning team of staff and volunteers. EELD has three related but distinct areas of responsibility. EELD works with the CFS Middle School and UPA teachers to equip, encourage and support them in the implementation of experiential learning opportunities connected to their existing curriculum. Second, the EELD is responsible for leading and supporting environmental education opportunities for students at the middle and high school level. Finally, the EELD supervises the RiverGuides program during the summer. Success in this position requires a highly motivated team player and self-starter with high level organizational and interpersonal skills.

Essential Job Functions

1. Uphold and integrate UrbanPromise's values (Faith, Innovation, Community, Holism) into the program and demonstrate the character qualities of enthusiasm, flexibility, dependability, coachability, integrity, kindness, self-control and perseverance.
2. Collaborate with UPA and CFS middle school teachers to integrate experiential and expeditionary learning in all major subject areas.
 - Meet with teachers regularly to brainstorm and plan experiential learning opportunities. Ideally these opportunities will enrich existing units.
 - Support implementation of teachers' plans. This support could range from developing the idea to attending and helping lead the experience.
 - Debrief with teachers afterwards to determine if the experience is worth repeating and, if so, how to strengthen it.
3. Lead environmental education classes, programs, and field trips. Some field trips include overnight travel with students.
 - Organize and lead an environmentally focused club or class for UPA students.
 - Work with the UrbanTrekking Program Director to help plan and lead environmental-related expeditions including the overnight trips to Assateague Island and the Haskin Shellfish Research Laboratory.
 - Work with the UPA science teacher to plan and lead the Green Engineers elective. Support other environmental content in the UPA and CFS middle school science classes.



- Facilitate youth participation in local/regional environmental workshops and speaking engagements to advocate for the use and preservation of the watershed. Network and partner with local environmental organizations.
- Work with the OEL team to integrate cycling, boating, trail stewardship and watershed education.
- 4. Lead all paddling and on-the-water activities.
 - Coordinate with Urban BoatWorks Program Director for the use, transportation, and readiness of the fleet for paddling trips.
 - Oversee the summer RiverGuide program and promote community participation in on-the-water activities and education.
 - Train and manage the RiverGuide Program Supervisor.
- 5. Support grant planning process and report on promised outcomes of environmental grants.
- 6. Participate in and seek out professional training and development opportunities.
- 7. Attend and actively participate in regular staff meetings, monthly all-staff meetings, and periodic all-staff events. Assist in UrbanPromise development activities.
- 8. Participate in employee performance evaluation process and adhere to all personnel and organization policies.

Position Requirements:

Education:

- Bachelor's Degree, preferably in an environmental science-related field.

Experience:

Preferred experience in environmental education, environmental work in an urban context, youth development, and/or outdoor education and adventure experience both on land and water.

Required Skills:

- Public speaking, office technology, strong networking and interpersonal communication, time management, teamwork/collaboration, supervision of staff, cultural sensitivity.

Preferred Skills:

- Wilderness First Responder Certification; CPR and First Aid Certification; Certifications in on-the-water activities, lifeguard certification.

Physical Requirements

- The Environmental Educator is expected to perform duties and responsibilities of a physical nature. She or he must have 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.



Total Rewards Package:

At UrbanPromise, we believe in honoring the incredible work of our team by offering a robust and competitive Total Rewards Benefits Package that supports your health, financial stability, professional growth, and overall well-being. Employees are eligible to have a 401(k)-retirement plan with employer match and are eligible for an impressive suite of ancillary benefits that reflect our commitment to care and sustainability. We invite passionate professionals to apply—not just for the role, but for a workplace that invests in your future and values your contributions every step of the way.

UrbanPromise comprehensive benefits package includes:

- Medical Coverage: Up to 88% employer contribution toward your health insurance plan premium
- Dental & Vision Insurance
- Employer Paid Life Insurance
- Additional Voluntary Life & Health Insurance options
- 401(k) Retirement Plan with employer match for eligible employees (20hrs/week or more)
- Generous Paid Time Off (PTO) and paid company holidays
- Sabbatical Leave available after 10+ years of service
- Employee Assistance Program (EAP) for mental health, counseling, and wellness
- Access to a Registered Dietitian through our wellness program
- LegalShield & Identity Theft Protection
- Plum benefits entertainment and travel discount program
- Financial Literacy Support and credit union access
- Tuition Reimbursement and tuition discounts for employee family members
- Staff Care Emergency Fund for urgent, short-term financial needs
- Employee Celebrations and recognition programs
- Professional Development support
- Plus many other benefits that support your personal and professional growth
- ZayZoon (Earned wage access)

Join a team that celebrates its people as much as its mission. If you're excited by this opportunity, we'd love to see your application and welcome you to one of the best places to work.

****Equal Opportunity Statement**

UrbanPromise is committed to nurturing a workplace where every staff member, youth, family, volunteer, and donor feel welcomed, valued, and engaged in our mission regardless of background. Our commitment to equal employment opportunities ensures that all employees and applicants receive fair treatment. We do not discriminate based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local laws. UrbanPromise believes in fostering a diverse and respectful work environment where everyone can thrive. We are dedicated to upholding these principles in all aspects of employment, including recruitment, hiring, training, promotion, and compensation. We ensure that all employment decisions are based on qualifications, merit, and business needs.

UrbanPromise is an Equal Opportunity Employer. All applicants who believe they meet the stated qualifications are encouraged to apply. Resumes and cover letters should be submitted to UrbanPromise Ministries, Director of Human Resources, Brian Mackey bmackey@urbanpromiseusa.org