



**Environmental  
Traveling  
Companions**

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## Position Announcement **Environmental Traveling Companions Youth LEAD Program Manager**

Please Post!

**Organization:** Environmental Traveling Companions (ETC) is a nonprofit, volunteer-based organization that makes the joy and challenge of outdoor adventures accessible to people with disabilities and disadvantaged youth, inspiring self-confidence, connection to nature, and stewardship of the environment. Over the past four decades ETC has served over 75,000 participants in our accessible Sea Kayaking, Whitewater Rafting, Cross Country Skiing and Youth LEAD Programs.

**Position Title:** Youth LEAD Program Manager

**Reports to:** Executive Director

**Position Description:** The Youth LEAD Program Manager is responsible for the oversight and development of ETC's 2-to-3-week leadership courses for teens from diverse socio-economic and cultural backgrounds. ETC's Youth LEAD program inspires students to develop leadership and technical outdoor skills, environmental education, and a stewardship ethic. Successful candidates will have a proven track record in the following areas: outdoor program management, youth development with underserved teens, environmental education, outdoor leadership, and administrative skills. Strong experience guiding (2+ years) in one of the following outdoor activities: Sea Kayaking, Whitewater Rafting (Class III+), and Expedition Backpacking.

### **Mindsets:**

- You are inspired by ETC's mission and community of participants, volunteers and donors and are motivated to clearly articulate the impact of our programs.
- You are a strategic thinker and keep the big picture in mind along with getting the process and the details right.
- You are a team player and your colleagues trust you and enjoy collaborating with you to deliver ETC's mission and to grow the quality and size of our programs.
- You believe in the power of outdoor adventures and environmental education programs to build confidence, promote connection to nature, and inspire a stewardship ethic in our students.
- You are passionate about youth development work and are familiar with best practices in providing meaningful experiences that promote self efficacy and leadership in teens.

### **Duties & Responsibilities:**

- **Outreach & Booking**
  - Maintain relationships with core program partners such as Summer Search and Wishbone and develop new partnerships to ensure a full roster of outstanding students for our summer courses.
  - Maintain booking database and financial records
  - Develop email communications and social media for program outreach and follow-up
  - Recruit, interview, select, and prepare students for their summer leadership courses
  - Maintain contact with Youth LEAD alumni to provide follow-up leadership opportunities
- **Staff Management**
  - Hire, train, and manage a talented cohort of paid Field Instructors
  - Plan and execute a multi-day Field Instructor Training
  - Conduct post-course debriefs and evaluations with Field Staff
  - Ongoing support of summer Field Staff through phone and email communication

- **Program Operations**

- Responsible for program quality and logistics, ensuring every Youth LEAD adventure is conducted in an extremely safe, educational, and fun manner
- Oversight of program equipment and vehicles
- Development and management of program budget
- Develop and implement outdoor leadership and environmental education curriculum for all summer courses and follow-up opportunities
- Schedule and facilitate weekend trips and leadership trainings throughout the school year

- **Risk Management**

- Serve as an on-call resource, providing guidance to field staff throughout the summer
- Ensure staff adherence to all Youth LEAD Policies and Procedures
- Document, evaluate, and report any program incidents

- **Program Evaluation**

- Conduct program evaluation with summer course participants and program partners
- Review instructor evaluations to track program safety, quality, education, and needs
- Write quarterly reports for the Executive Director and the Board of Directors

**Qualifications:**

- Minimum of 2-3 years youth program management experience, preferably in the outdoors
- Experience managing staff and volunteers
- Extensive experience in working with underserved populations, including youth with disabilities and young people from diverse socio-economic and cultural backgrounds
- Excellent written and verbal communication skills
- Curriculum development skills
- Experience teaching and developing environmental education curriculum
- Facilitation and conflict resolution skills
- Self-starter with the ability to work independently
- Strong organizational and administrative background
- Computer literacy (Google Apps and Salesforce preferred)
- WFA and CPR certification. WFR or WEMT strongly preferred
- Class B Commercial Drivers License or willing to acquire one
- Fluency in Spanish strongly preferred

**Term:** Full-time

**Compensation:**

- Competitive salary, commensurate with experience
- Comprehensive benefits package including medical, dental, and 403b retirement plan with employer match

**Background and Motor Vehicle Record Check Required:** Employment with ETC is contingent upon a criminal history record check and motor vehicle record check.

**To Apply:** Submit a resume and strong cover letter stating how this position fits your professional background and career goals. Email to Magen Kuzma at [officemanager@etctrips.org](mailto:officemanager@etctrips.org) In the subject line please write "Youth LEAD Program Manager Application". We hope to fill this position immediately, however it will remain open until we find the best candidate.

**People from diverse backgrounds are strongly encouraged to apply!**