



**Environmental
Traveling
Companions**

Fort Mason Center
Suite C385
2 Marina Blvd.
San Francisco,
California,
94123
T: 415-474-7662
F: 415-994-7207
www.etctrips.org

Environmental Traveling Companions Youth LEAD Program Manager

Position Announcement

Organization: Environmental Traveling Companions (ETC) is a nonprofit, volunteer-based organization that makes the joy and challenge of outdoor adventures accessible to people with all abilities and under-represented youth, inspiring self-confidence, connection to nature, and stewardship of the environment. Over the past four decades ETC has served over 105,000 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 high school students from diverse socio-economic, cultural, and ability backgrounds. ETC's Youth LEAD program inspires students to develop leadership and technical outdoor skills, environmental awareness, and a stewardship ethic. Successful candidates will have a proven track record in the following areas: outdoor programming and risk management; youth development with teens from under-represented backgrounds; environmental education and stewardship curriculum development; outdoor leadership development; and strong administrative and organizational skills. Strong experience guiding (2+ years) in one or more of the following outdoor activities: Expeditionary Backpacking, Sea Kayaking, Whitewater Rafting (Class III+).

Mindsets:

- You are inspired by ETC's mission and community of participants, volunteers and donors and are motivated to deliver ETC's mission and articulate the impact of our programs
- You are able to balance the big picture while attention to organizational details
- You are a team player and your colleagues trust you and enjoy collaborating with you
- You believe in the power of outdoor adventures and environmental education programs to build confidence, promote connection to nature, and inspire a stewardship ethic
- 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 Summer Search and other core program partners and work to develop new partnerships to ensure a full roster of outstanding students for our 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 Fellow alumni to provide follow-up leadership opportunities and track their educational and professional progress

• 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 Field Instructors through phone and email communication

- **Program Operations**

- Responsible for program quality and logistics, ensuring every Youth LEAD course and the Fellowship is conducted in an extremely safe, educational, and fun manner
- Oversight of program equipment and vehicles
- Development and management of program budget
- Implementation of outdoor leadership and environmental education curriculum for all summer courses and Youth Fellowship Program
- Schedule and facilitate weekend trips and leadership trainings for Fellows during 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
- Serve as a member of ETC's Risk Management Committee

- **Program Evaluation**

- Conduct program evaluation with summer course participants and instructors
- 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 young people from diverse socio-economic and cultural backgrounds
- Excellent written and verbal communication skills
- Experience teaching and developing environmental education and outdoor leadership 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 Driver's 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, 403b retirement matching plan
- 9 paid Holidays per year; 2 weeks vacation year one and 3 weeks subsequent years

To Apply: Please submit a resume and strong cover letter sharing how you are a strong candidate for this position and how fits your professional background and career goals. Email to Magen Kuzma at officemanager@etctrips.org In the subject line please write "Youth LEAD Program Manager Application". We hope to fill this position by mid- February, however it will remain open until we find the best candidate.

ETC is an equal opportunity employer. We value diversity of cultures, perspectives, and lived experiences.

People from diverse backgrounds are strongly encouraged to apply!