

URBAN**PROMISE** MINISTRIES JOB DESCRIPTION

Position Title: UrbanTrekkers Program Director

Department: Experiential Learning

Reports To: Assistant Director of
Experiential Learning

Salary Range: \$32K-38K

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 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, implementing, and growing of experiential learning curriculum and opportunities through the UrbanTrekkers program at UrbanPromise Ministries, primarily at UrbanPromise Academy. They must keep a focus on relationship-building and large-picture vision of equipping students to engage the world as Christ-like servant-leaders while managing various administrative details to assure the successful implementation of the program.

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Essential Job Functions:

1. Collaborate with UPM staff, community, and local volunteers to provide a holistic opportunity for the formation of Christian leaders in Camden.
2. Lead and Mentor any interns involved with the UrbanTrekking programming. Provide weekly check-ins and guide with a personal development plan. Delegate tasks, paperwork and student meetings as necessary.
3. Develop relationships with the community of UrbanPromise youth and intentionally build times for mentorship and disciple-making.
4. Plan and lead UrbanTrekking expeditions and local opportunities for students, including overnight trips, weekly cycling opportunities, planning and debrief student-meetings, and other experiential learning opportunities across UPM.
5. Develop curriculum for the leadership and educational components of expeditions and programming primarily in collaboration with the Environmental Education Program Director, as well as UPA teachers, and other UPM departments.
6. Document all UrbanTrekking trips and activities through monthly and weekly administrative processes. This includes our badge tracking system of matching trip objectives with expedition and skills badges.
7. Recruit and cultivate relationships with volunteers to facilitate their assistance in various aspects of EL programming (BoatWorks, expedition leaders, cycling coaches, etc).
8. Collaborate with the Environmental Education Program by providing as-needed support for on-the-water programming (RiverGuides program, Voyager Adventures, Riverways Collaboration events, etc.) to facilitate greater student leadership involvement.
9. Collaborate with other members of the department of Experiential Learning in leading fundraising events specific to the department of EL (i.e. Pedal for Promise, Paddle for Promise, etc.) and providing support for larger UPM fundraisers (Banquet, Partner Day, etc.)
10. Maintain communication with UT sponsors and keep relevant online media communications up to date (i.e. Blog Posts, Facebook, Instagram, etc.)
11. Assist the Director of Experiential Learning with the planning and implementation of a yearly staff retreat to be held with UPA and OEL staff.
12. Maintain all UrbanTrekking gear clean, organized, and in working condition.
13. Participate in and seek out professional training and development opportunities.
14. Attend and actively participate in regular staff meetings, monthly all-staff meetings, and periodic all-staff events. Assist in UrbanPromise development activities.
15. Participate in Individual Assessment Plan (employee performance evaluation) process.

Essential Job Requirements:

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EDUCATION	University education (preferably in environmental sciences, education, youth ministry or related field) or three years equivalent experience in said related fields.
EXPERIENCE	Working with teens (preferably in ministry), leading environmental and/or outdoor educational experiences, administration, leadership, fundraising
REQUIRED SKILLS & ATTRIBUTES	Basic outdoor skills (camping, hiking, biking, paddling, swimming & on the water skills etc.), Microsoft Office, networking, communication, organization, collaboration, confidence, self-motivation, dynamic, relationship-driven, administrative minded, visionary, passionate about youth ministry and education, able to travel freely for various days on expeditions.
PREFERRED SKILLS	WFR Certified, Video editing, basic photography & photo editing, bike mechanics, marketing
PHYSICAL REQUIREMENTS	Able to participate in and lead a wide variety of outdoor activities of varying difficulty and intensity (road biking, mountain biking, hiking, swimming, backpacking, paddling, etc.)

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate any individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and Departmental Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

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UrbanTrekkers Program Director Signature

Date

HR Director Signature

Date