



Job Description

Title:	Youth Program Manager
Reports to:	Director of Youth Education
Location:	Southside with field work throughout the Pittsburgh area
Employee Status:	Full-Time, Regular, Salaried, Non-Exempt, Benefits
Hours:	40 hours per week, flexible schedule including weekdays, evenings and weekends
Wage:	\$50,000 annually

Applications will be accepted until 8:00 AM on Monday, November 29, 2021. Relevant candidates will be contacted for first interviews after that date. No phone calls or emails please.

This position is contingent upon successful grant awards in December 2021 with an anticipated hire date of January 1, 2022.

Inspire. Educate. Equip. We remove barriers and create access to outdoor experiences.

POSITION SUMMARY

The **Youth Program Manager** will oversee all youth programs, including family community programs, group experiences, summer camps, and grant-funded programs. The Youth Program Manager is responsible for managing the youth department staff team, including a full-time staff member, up to 30-40 part time staff and 1-2 interns. The Youth Program Manager will also be actively involved in fundraising, grant writing, and budgeting for the youth department. The following are the responsibilities that have been initially defined; however, flexibility, positivity, and a willingness to participate in the development of the department is needed to succeed in this position.

PRIMARY RESPONSIBILITIES

- Manage grant-funded youth programs, group experiences, family community programs, and summer camps

- Manage the team within the youth department, including a full-time staff member, up to 30-40 part-time staff members, and interns
- Actively seek out and pursue contract revenue opportunities with schools, youth groups, families, and out-of-school time sites
- Actively seek out and write grant proposals, budgets, interim and final reports and conduct the necessary data collection to report on programs and financials as outlined in these proposals
- Evaluate program execution, monitor participant satisfaction, and track program deliverables
- Lead Outdoor Leadership Training, activity-specific trainings (kayaking, biking, fishing, etc.), and youth-specific trainings including behavior management and curriculum development
- Manage group experiences, including pitching program ideas, creating the budget, preparing service agreements, booking the trip, and managing the staff for the trip

QUALIFICATIONS

- Experience managing full and/or part-time staff members, including recruitment and training
- Experience in K-12 education and teaching groups of youth, preferably in a classroom environment
- Experience working with children with special needs
- Experience with fundraising, including grant writing and budgeting
- Interpersonal and conflict management skills required
- Ability to plan, organize and prioritize work while managing multiple deadlines in a continually changing work environment
- Ability to work well independently and be part of a team
- Demonstrated willingness and commitment to uphold all Venture Outdoors' policies
- Demonstrated ability to manage complex logistics in an organized fashion

REQUIREMENTS

- PA State Act 151 Child Abuse, PA State Act 34 Criminal Background Check and FBI Background check must be obtained and submitted *prior* to the first day of employment
 - Note: a finding on the criminal background clearances is not automatic disqualification, but rather a conversation starter
- Proficient in Microsoft Office Suite and Microsoft 365 components
- A reliable form of transportation
- Proof of COVID-19 vaccination or religious/medical exemption
- Current CPR and First Aid certifications (Wilderness First Aid or higher preferred)*

- Mandated Reporter training*
- Completion of Venture Outdoors' Outdoor Leadership Training*

*Can acquire upon accepting position

BENEFITS

- Medical, Dental, Vision, Life Insurances
- 15 days paid vacation annually; 8 days paid sick time annually
- 10 paid holidays annually (these days are not prescribed by Venture Outdoors but provided to employees to use as they wish to best fit their values and beliefs)
- 8 hours of paid volunteer time per month to be used as employees see fit
- All primary and general election days are paid time off
- Parental Leave program
- Paid winter shutdown between December 26-January 1
- Paid professional development
- Flexible work environment
- Free kayaking!

STAFF EQUITY STATEMENT

We commit to the equitable treatment of our colleagues, participants, and community members by valuing their rights, dignity, voice, and expression.

We welcome and respect the diversity of individuality such as race, sex, gender identity, ability, culture, and religion.

We recognize the human right for all individuals to be respected and accepted without bias.

We commit to an organizational responsibility to build individual and community respect, dignity, fairness, care, and equality.

We strive to understand the role our system plays in perpetuating exclusion, and to address the dynamics that support it.

We understand that accountability is mutual and reciprocal in order to continually learn and improve.

We believe that Diversity, Equity, and Inclusion extends beyond the workplace and encourage all to continue personal development alongside the organization.

We require organizational staff and participants to encourage a culture of belonging and consider the entire experience and the ecosystem that supports.

We will not tolerate explicit and implicit forms of racism, sexism, classism, xenophobia, ageism, and/or ableism.

We will not accept the use of racial or gender biases and require staff to implement inclusionary practices within their duties and program design.

HOW TO APPLY

Application submission deadline is 8:00 AM on Monday, November 29, 2021. Submit a resume, cover letter, and list of references via the job posting found at ventureoutdoors.org/about/employment-opportunities.

Venture Outdoors is an equal opportunity employer committed to diversity, equity, and inclusion.