



Environmental Traveling Companions (ETC)
Youth LEAD Program Manager
Job Announcement

Position: Youth LEAD Program Manager

Reports to: Program Director

Classification: Full Time / Exempt / Hybrid

Salary: \$70,000

Organization & Program Description

Environmental Traveling Companions (ETC) is a volunteer-based nonprofit providing the joy and challenge of outdoor adventures to people with all abilities and from all backgrounds since 1972. We inspire self-confidence, connection to nature, and community-based environmental stewardship through accessible sea kayaking, rafting, and multi-week expeditions for youth from historically marginalized backgrounds

The Youth LEAD (Leadership, Environment, Adventure, and Diversity) Program (YLP) is one of ETC's three main programs. We provide life-changing outdoor experiences for youth (14- to 18-year-olds) from marginalized cultural and economic backgrounds, focusing on technical outdoor skills, environmental education, socio-emotional growth, and leadership development. Our 14-to-21-day courses incorporate sea kayaking, rafting, and backpacking. Students learn about themselves, their community of peers, natural history, and environmental science through lessons, community-building, and adventure in the wilderness.

Graduates of a YLP Summer course are eligible to apply for the school year Fellowship Program. The Fellowship aims to support students in continuing to build their leadership skills and connection to the outdoors through monthly overnight excursions, bi-weekly virtual sessions, and training as Sea Kayak Assistant Guides.

Position Overview: The Youth LEAD Program Manager is responsible for the development, marketing and implementation of ETC's 2-to-3-week leadership courses for high school students from diverse socio-economic, cultural, and ability backgrounds. 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 preferred: Expeditionary Backpacking, Sea Kayaking, Whitewater Rafting (Class III+).

ETC staff have a hybrid schedule working in-person at the office at Fort Mason Center in San Francisco on Tuesdays and Thursdays, with the option to work from home the rest of the week. During the summer, there is a higher need for more in office work for the Youth LEAD team. Some weekend work is required to support Fellowship overnight trips and frequent weekend days during the summer. Schedule varies according to YLP summer course prep, start and graduation dates. This is an amazing opportunity to connect with youth, help develop their outdoor leadership skills and build community!

This role reports directly to the ETC Program Director, with frequent collaboration with the Executive Director.

Key Responsibilities

Outreach

- 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
- Attend tabling events and other in-person outreach events to promote the program directly to potential students
- Develop email communications, flyers, informational slideshows, and social media for program outreach
- Recruit, interview, select, and prepare students for their summer leadership courses

- Maintain contact with Youth LEAD Fellow alumni to provide follow-up leadership opportunities, recruit for seasonal and year-round opportunities at ETC, and track their educational and professional progress

Staff Management

- Hire, train, and manage a talented cohort of paid seasonal staff: Field Instructors, Fellow Field Interns, and one Office Intern
- Manage and support one full-time year-round Program Coordinator whose primary responsibility is running the YLP fellowship
- Create a sense of belonging and foster community among seasonal and year-round staff
- Plan and facilitate a yearly multi-day Field Instructor Training
- Conduct post-course debriefs and evaluations with Field Staff
- Provide ongoing support of Field Instructors through phone and email communications during the summer

Program Operations

- Responsible for program planning, quality, and logistics, ensuring every Youth LEAD course and the Fellowship is conducted in an extremely safe, educational, and fun manner.
- Create the summer course schedule of up to 5 multi-week expeditions, in coordination with Sea Kayak Program and River Program schedules. Ensure that all necessary camping reservations/permits are booked.
- Manage the purchasing, proper maintenance and organization of program equipment, gear, supplies and vehicles. Book and manage vehicle rentals.
- Development and management of program budget for both Youth LEAD Summer and Fellowship programs
- Support Development Director with information and data for grant reporting; adhere to all relevant grant requirements
- Communicate consistently and appropriately with all program stakeholders: students; families; partner organizations; ETC staff, volunteers, and Board

Youth LEAD Summer

- Ensure outdoor leadership and environmental education curriculum for summer courses and Fellowship are current and incorporate a trauma-sensitive, social justice lens. Edit and add to the curriculum as needed.
- Support the Program Coordinator in scheduling and facilitating weekend trips for Fellows during the school year.
- Provide content for web page, social media, newsletters and other communications as needed
- Lead student enrollment and onboarding with some support from Program Coordinator: track applications, conduct medical screenings, send acceptances
- Plan and facilitate summer course preparation days, course start days, graduations, and post-course debrief days with support from Program Coordinator and Office Intern
- Ensure that all course details (dates, roster, payments, medical forms, etc.) are accurately recorded in CRM/Salesforce

Youth LEAD Fellowship

- Support the Program Coordinator in creating the Fellowship calendar: monthly weekend overnight events and virtual sessions once every other week.
- Attend and support multiple Fellowship weekend events throughout the school year, led by the Program Coordinator
- Co-manage gear cleaning and organization during the school year
- Support with student interviews, acceptance decisions, and onboarding paperwork
- Support with food buys and gear packing as needed for weekend events

Risk Management

- Serve as an on-call resource during summer and for Fellowship weekends, providing guidance to field staff and Program Coordinator as needed and responding to all calls from families and partner organizations with kindness, support, and tact.
- 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
- Compile data and feedback from students and staff into yearly Summer Evaluation Report
- Write quarterly reports for the Executive Director and the Board of Directors

Qualifications & Requirements

- Age requirement: 21+
- Current Wilderness First Aid (WFA) Certification. WFR preferred or willingness to obtain
- Hiring is dependent on criminal background check and DMV driver background check
- Must have 2+ years licensed driving experience and a clean driving record
- Previous field experience leading outdoor/adventure education programs, fostering environmental curiosity, excitement, and stewardship
- Previous experience leading diversity and inclusion activities and/or facilitating programs with racially and socioeconomically diverse groups of youth (14–18-year-olds)
- Interest in executing and streamlining logistical program systems (camping reservations, food buys, gear cleaning/organizing, etc.)
- Ability to communicate clearly and compassionately; engage in giving, receiving, and integrating feedback
- Demonstrate professionalism, strong organizational skills, and attention to detail
- Flexibility with work schedule (workdays will include some weekends and evenings/early mornings)
- Open to different leadership styles and collaboration; celebrates individual uniqueness with goal of creating inclusive, safe spaces
- If identified with a socially dominant group (white, wealthy, heterosexual, cis gender, etc): is committed to examining personal power and privilege and self-education about power dynamics
- Ability to speak Spanish (preferred)
- Experience as a sea kayak, backpack, and/or raft guide
- Ability to work a flexible work schedule that includes weekends and field based components of YLP and Fellowship

Benefits and Perks

- Hybrid schedule
- Work with amazing people!
- Full medical and dental coverage
- Paid vacation: 10 days year one, 15 days year two
- Sick days accrue at one day per month
- 12 paid holidays per year
- Eligible for 403(b) plan with a generous employer contribution of 8%
- Use of ETC sea kayak equipment for personal use
- Opportunities for professional development
- Access to ETC's pro purchase programs with various outdoor equipment manufacturers

Application Deadline

October 17, ideal start date is mid-November, 2024.

We strongly encourage people of color and individuals identifying as LGBTQI to apply for this position.

ETC is an equal opportunity organization and will not allow discrimination based upon age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background, or any other status prohibited by applicable law.

How to Apply: Thank you for your interest! Please send a resume and cover letter detailing your qualifications and related experience to Dan Berger, programdirector@etctrips.org. If you have any questions about the position, please email or call 415-474-7662 ext.20