

## Position Description

### Youth Program Manager

**Classification:** Full-time exempt

**Reports To:** Program Director

**Job Duration:** Year-round; subject to 8-week furlough

**Projected Start Date:** January 2021, to be mutually agreed upon



### Overview:

Denali Education Center is a non-advocacy, for-purpose organization and partner of Denali National Park and Preserve. Our mission is to promote understanding and appreciation of Denali through fun, informative, and inspiring programs. Denali Education Center offers several summer youth programs that serve a diverse population and a wide range of ages. Programs include, but are not limited to:

### Denali Campus:

**Tundra Tots:** A one-hour nature-based sensory program for children ages 2-5 years

**Denali Discovery Camp:** A week-long experiential learning adventure for students in 1<sup>st</sup>-8<sup>th</sup> grade

**Denali Backcountry Adventures:** A week-long backpacking expedition for students in 9<sup>th</sup>-12<sup>th</sup> grade

**W.I.L.D (Wilderness Intensive Learning Development):** A three-day introductory wilderness camping experience for underserved populations, both adult and youth.

### Talkeetna Campus:

We are excited to start developing youth programs on our new campus located in Talkeetna, AK.

The Youth Program Manager will provide professional project development and management for all Denali Education Center youth programs in partnership with the National Park Service, on our campuses, and additional youth programs scheduled for tour groups, schools, or other youth groups as requested. Successful candidates will be motivated, energetic, and organized individuals who will be a positive spokesperson for our youth programs. This position is currently located in Denali Park, Alaska with program development occurring in Talkeetna.

### Areas of Responsibility:

#### Programs

- Foster relationships among the National Park Service, local schools, current program partners, and other youth and education organizations to enhance the development of Denali Education Center's youth programming
- Work with NPS Education Director and NPS Education Specialist to implement Denali Discovery Camp and Denali Backcountry Adventures
- Work collaboratively with mission-program partner organizations such as Nenana City Public School, Challenge Alaska, and Catholic Social Services to develop, support, and evaluate programs
- Manage program enrollments
- Review annual scholarship applications, select and notify scholarship recipients
- Oversee all program logistics including transportation, campground reservations, and permitting
- Lead and/or instruct youth programs, as necessary
- Oversee youth staff training, activities throughout the programs, and serve as primary emergency contact
- Work to meet DEC Strategic Plan program goals in collaboration with the board
- Manage program assessment and long-term data collection

#### Development and Communication

- Work collaboratively with the Marketing Director to promote and develop youth program communications
  - Website content, marketing materials, social media, etc.
- Identify opportunities to expand and improve existing programs and develop new program ideas
- Work with Directors to review and track youth funding sources
- Research and write annual grant applications and submit grants as opportunities and projects arise.
- Create End-of-Year reports for annual board meetings and other reports as needed

### Administrative and Management

- Maintain and improve existing youth program systems (equipment inventory, program SOP documents, etc.)
- Hire, train, and supervise youth program staff
- Work with Directors to develop youth program budgets

### Other Duties

- Attend and be an active participant in staff meetings, board meetings, retreats, and planning sessions
- Assist with office duties such as answering phones, processing mail, responding to email, information requests, winter maintenance of the facilities (including shoveling snow, cleaning off vehicles, etc.), and maintaining a clean and professional office environment
- Uphold the organization's core values of fun, authentic experience, lifelong learning, community, and Denali
- Understand and support Denali Education Center's mission
- Assist and provide support to youth and community outreach components of the Denali Zero-Landfill Project
- Required to work major fundraising events and assist with special events as needed

### **Required Skills**

- 3+ years of experience working in youth environmental education; strong preference for candidates with experience managing and developing youth programs
- Experience navigating backcountry or off-trail settings including route finding, group dynamics, and risk mitigation
- Solid communication skills (written and verbal) with peers, staff, local community, and participants
- Team player, with the ability to work independently while conducting multiple tasks in a fast-paced environment
- Willingness to work flexible hours as needed
- Wilderness First Responder or Emergency Medical Technician certification or the ability and willingness to certify
- Proficiency with Microsoft Office Suite and Google Suite
- Willingness to live and work year-round in a remote environment

### **Preferred Knowledge**

- Previous experience in Denali National Park: including local transportation systems, infrastructure, trails, and terrain
- Grant writing experience and fundraising proficiency
- Introductory knowledge of Alaska's ecology and a solid foundation in the natural sciences

### **Compensation**

- Salary ranges from \$33,000 to \$39,000 and is commensurate with training and experience
- Benefits include paid holidays, vacation, health insurance, life insurance, and retirement plan
- Position includes furlough each winter. Length of furlough for this position may vary from year to year depending on funding and other factors but may be up to eight weeks. Furlough dates will be approved by the Executive Director and mutually agreed upon

### **Disclaimer**

This position description reflects the Denali Education Center's best effort to describe the essential functions and qualifications of the Youth Program Manager position. It is neither an exhaustive statement of duties, responsibilities, or qualifications nor a contract.

Denali Education Center is an Equal Opportunity employer. Personnel is chosen on the basis of ability without regard to race, color, religion, sex, age, national origin, disability, marital status, or sexual orientation, in accordance with federal and state law.