



## Youth Program Manager

**Classification:** Full-time exempt

**Reports to:** Program Director

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

### DEC 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 operates out of two educational campuses in Denali and Talkeetna, AK. Denali Education Center offers summer youth programs in both locations. Our youth programs serve a diverse population and a wide range of ages. Programs include:

**Tundra Tots(Denali) and Timber Tots(Talkeetna):** One-hour nature-based sensory program for children ages 2-5 years

**Denali Discovery Camp:** A week-long experiential day and overnight camp for students in 1<sup>st</sup>-8<sup>th</sup> grade in Denali

**Talkeetna Discovery Camp:** A week-long experiential day camp for students in 1<sup>st</sup>-8<sup>th</sup> grade in Talkeetna

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

**Denali Field Camps:** 3–7-day trips with high school-aged youth from partner organizations around the state

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

### Position Overview:

The Youth Program Manager will provide professional project development and management for all Denali Education Center youth programs, both in partnership with the National Park Service, on our residential Denali campus, in Talkeetna, and additional youth programming that occurs. Successful candidates will be motivated, energetic, and organized individuals capable of developing and implementing innovative strategies to achieve our growth and development goals.

This position is located outside of Denali National Park from May – September and can be remote in the winter; Youth Program Manager will relocate to the Denali area no later than the beginning of May. Ideal candidates will begin training immediately in preparation for DEC's summer youth programs. Pre-season preparation and training may be remote or in-person depending on the candidate. **\*\*Local candidates benefit from being connected to both the Denali and Matanuska-Susitna Boroughs, forming lasting relationships with kids and parents year-round.**

### Primary Responsibilities

- Work collaboratively with program partner organizations such as the National Park Service, Challenge Alaska, Catholic Social Services, and the University of Fairbanks in program support, development, and implementation.
- Work with Denali's NPS Education Specialist to implement Denali Discovery Camps, Denali Field Camps, and Denali Backcountry Adventures.
- Work with DEC's Talkeetna staff to develop, support, and implement Talkeetna Discovery Camps.
- Set up and oversee participant registration for all open enrollment programs.
- Hire, train, and supervise Youth Field Educators, Camp Instructors, and Instructors-In-Training for Denali and Talkeetna Discovery Camps.
- Lead and/or instruct youth programs, if necessary.
- Plan and prepare logistical needs for each camp including food, gear inventory and repair, and obtaining bus and campground reservations within Denali National Park.
- Maintain updated itineraries for all groups and convey any changes to partner staff, DEC staff, and parents and guardians as they arise.
- Serve as the 24-hour primary emergency contact during programs and liaison for parent or guardian questions.

- Work with Program Director and Executive Director to develop messaging for youth programs and updated content as needed- website, marketing materials, social media, etc.
- Work with the Executive Director and Program Director to establish sustainable programs in Talkeetna that align with DEC's strategic plan and youth program goals
- Identify areas to expand or improve existing youth programs in alignment with DEC's strategic plan and youth program goals (identify new partnerships, refine program SOP documents, or establish after-school programming)
- Grow a statewide network of affiliate organizations interested in sending groups of youth on group camp trips.
- Work with Operations Director and Program Director to develop new sources of youth program funding.
- Assist with grant writing and reporting for youth programs.
- Manage program assessment and long-term data collection.
- Create End-of-Year reports for NPS, annual board meetings, and other reports as needed.

#### Other Duties

- Attend and be an active participant in staff meetings, board meetings, retreats, and planning sessions
- Uphold the organization's core values of fun, authentic experience, lifelong learning, community, and Denali
- Attend and support all fundraisers benefitting the DEC Youth Programs.
- Other duties may be assigned to ensure that all staff is familiar with campus resources, and DEC's suite of youth, adult, and community programs.
- Oversee the acquisition and allocation of funds in the Scott Menke Summit Scholarship.

#### **Required Skills**

- 4+ years of experience working in environmental education or related field; strong preference for candidates with success in developing new youth programs.
- Experience navigating backcountry or off-trail settings including route finding, group dynamics, and risk mitigation.
- Curriculum development experience.
- Solid interpersonal 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; frequent overtime and weekends in the summer season.
- Willingness to obtain Wilderness First Responder certificate.
- Ability to complete a background check as required to work with youth.

#### **Preferred Knowledge**

- Bachelor's degree in education, Environmental Studies, or a related field
- Previous experience in Denali National Park including local transportation systems, infrastructure, trails, and terrain
- Proficiency with Microsoft Office Suite, Teams, Google Suite, Google Forms, and basic knowledge of computer languages (Google Code) or willingness to learn
- Grant writing experience and fundraising proficiency
- Introductory knowledge of Alaska's ecological processes and an understanding of the natural sciences

#### **Compensation**

- The salary starts at \$49,920; commensurate with training and experience.
- Benefits include paid health insurance (\$12,000+ per year), holidays, vacation, life insurance, and retirement plan. Health and family leave are accrued on a schedule based on the number of years worked.
- Position includes furlough each winter. The 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 in the fall so that all staff may stagger and coordinate their furloughs as necessary. Furlough is generally taken between November - January.

#### **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 based on ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, per federal and state law. DEC values diversity and encourages people from all backgrounds, abilities, and experiences.

**To Apply:** Candidates should email their cover letter, resume, and three professional references to Keith Reimink at [keith@denali.org](mailto:keith@denali.org). Inquiries and questions can also be addressed to Keith Reimink, Program Director. Please include the position title or titles for which you are applying in the subject line of your email.