



Our mission: To create healthy and resilient communities, Ironwood Tree Experience (ITE) makes it possible for young people to engage with the natural world and be stewards of the environment.

Program Manager Position Description

<p>Position Title: Program Manager</p> <p>Starting Pay Rate: \$23.75/hr</p> <p>Start Date: January 6, 2023</p> <p>Benefits Include: Paid Time Off (PTO), reimbursement for qualified medical insurance, opportunities for professional development, and working with a fun and passionate team in a desirable work location</p>	<p>Status: Full Time, non-exempt</p> <p>Reports to: Program Director</p> <p>Application Deadline: December</p>
---	---

About ITE:

Ironwood Tree Experience is a non-profit organization providing young people with fun, active and educational outdoor experiences. Our passionate and highly qualified team uses experiential, community-based, ecology lessons and activities to facilitate students' learning about natural systems. As a result, young people develop a respectful relationship with nature and their community, and build life and career skills which allow them to make positive changes for a sustainable, restorative future. These efforts make ITE a top choice for Tucson youth and a recognized model for environmental education across the nation.

Job Overview:

The Program Manager (PM) is responsible for developing, planning, and evaluating ITE programs and managing program staff in the coordination and implementation of all youth and community programs, including interpretive nature instruction and facilitation in the field. ITE programs can include exploring nature, hiking, camping, backpacking, stewardship projects and urban eco-adventures with interpretive lessons focusing on natural history, cultural diversity, principles of ecology, conservation, restoration, and much more. The PM can expect to spend approximately one third of their time over a given season in the field while the other two thirds spent in the office focused on program and staff management in a highly collaborative environment.

Duties and Responsibilities:

Program Management and Administration (65%)

- Utilize positive energy and enthusiasm to train and mentor program staff on "ITE Program Methodology" and all program-related content.
- Support, guide and manage staff in the design and execution of programs in association with the organization's programmatic strategic goals and program agreements.
- Collaborate with teachers and community partners to guide scope and quality of programs.
- Collaboratively prepare program reports for agreements, including managing program data collection.
- Follow program budgets to manage staff spending on assigned programs.
- Maintain risk management policies and procedures and provide risk management oversight and guidance to the program team.
- Administer participant evaluations, program data and testimonials from youth and teachers, in collaboration with Youth Development Manager and Development team.
- Work with the Directors to achieve strategic program goals, including the development of new programs.
- Manage all relevant logistics and planning necessary to execute ITE programs, including vehicle rentals.

- Role model and coach best practices and proper use of program equipment, operational systems, office space and Urban Field Station.
- Collaboratively oversee equipment inventory and management and assist with equipment purchases.

Program Instruction (25%)

- Attend and support youth programs and events as needed, and to periodically evaluate staff efforts and instructional leadership..
- Ensure program delivery aligns with program outcomes.
- Contribute to staff development by identifying and leading relevant training topics.

Outreach & Recruitment (5%)

- Collaborate with the ITE team to meet strategic goals and objectives for programs and youth membership.
- Communicate, engage, and maintain a good relationship with prospective and current youth participants, parents/guardians, teachers, or other leaders, and participating partners, advocates, and volunteers.
- Collaborate with staff, volunteers, and youth members to plan and deliver promotional activities to prospective youth participants and teachers.
- Assist with the program marketing, outreach, and recruitment through various communication strategies (online, in-person, print, radio, digital).

Other Duties & Responsibilities (5%)

- Participate and represent ITE in a professional manner at community or promotional events, fundraising campaigns, or educational workshops or coalitions.
- Collaborate and attend scheduled meetings, trainings, and other gatherings with the ITE Team.
- Participate in organizational events, campaigns, and other activities as assigned.

General Eligibility Criteria:

- Willingness to undergo a criminal background check and provide proof of clean driving record.
- Meet the 25+ years old age requirement for operating vehicles including High Occupancy Vehicles (HOV).
- Willingness to drive HOVs and other vehicles with youth passengers.
- Fully vaccinated for Covid-19 (including boosters) and willingness to provide proof of vaccination record.
- Availability and flexibility to work a variety of times and days, including many weekends, some overnights and multi-day trips.

Physical Requirements:

The physical demands described here must be met by an employee to successfully perform the essential functions of this position and to serve a wide range of youth abilities in the field as well as support field staff. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work in an office environment, primarily on a laptop computer, approximately 75% of the time. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision.
- Ability to support a wide range of youth abilities on hikes and backpacking, including the ability to hike a minimum of 3 miles at a moderate pace on varied terrain, on and off trail, "scrambling" in washes which may include traveling over boulders and rocky terrain sometimes using hands for balance, and on flat or steep terrain while carrying a minimum of 25 lbs.
- Comfortable leading youth in varied outdoor environments and on dynamic programs while maintaining personal focus, energy and well-being to prioritize needs of participants.

Required Qualifications:

- Enthusiasm and excitement for nature, environmental education and connecting youth with their community.
- Knowledge and ability to facilitate interpretive instruction of regional ecology, natural history, and cultural history to a youth, professional staff and volunteers in engaging and relevant ways.
- Professional experience working with a youth audience, ages 14-20, in experiential education settings.
- Experience in a leadership or supervisory role including program coordination, program management or other comparable experiences.
- Able to design program content and guide a team in implementation of quality programs..
- Exceptional ability to work effectively in a highly collaborative team and dynamic work environment.
- Extremely organized and detail oriented with ability to follow systems and procedures.
- College degree, degree seeking or comparable certification or experience in ecology, cultural ecology, environmental sciences, geography, environmental education or related fields.
- Have current Wilderness First Aid (WFA) certification or willingness to obtain within 90 days of hire.

Preferred Qualifications:

- Current HOV driver certification, Defensive Driver training and/or experience driving HOVs with passengers.
- Current Wilderness First Responder (WFR) certification.
- Interpretive training or experience presenting natural history concepts.
- Training in Justice, Equity, Diversity and Inclusion topics.
- Proficient/Fluent Spanish, O'odham, Yoeme speaker and comfort discussing concepts bilingually.

This job description is intended to convey information essential to understanding the scope of this position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

How to Apply:

Complete the online application with an attached cover letter and résumé. Please contact Deborah Oslik, Operations Manager, at deborah@ironwoodtreeexperience.org if you have any questions.