

# Youth Programs Manager



## **About the Tahoe Rim Trail Association (TRTA)**

Since 1981, the Tahoe Rim Trail Association has championed recreation in the Tahoe Basin. Today, the TRTA maintains and enhances a world-class 200-mile trail system with over 700,000 annual users. The organization implements a variety of programming to teach users sustainable trail use practices, connect the public with the outdoors to create lifelong stewards, and mitigate the impacts of trail users on the landscape so everyone can enjoy the Tahoe Rim Trail today and in the future.

## **POSITION SUMMARY**

**Reporting Structure:** This role reports to the Programs Director and supervises seasonal youth programs support staff and YBCC program instructors. The Youth Programs Manager will collaborate closely with the Development and Outreach teams to ensure program goals align with fundraising and community engagement initiatives.

**Location:** TRTA Office, Stateline, NV

**Job Classification:** Full-time, Exempt, variable work schedule

## **ESSENTIAL DUTIES**

The Youth Programs Manager (YPM) directs the TRTA's youth programs, including the TRTA's signature youth program Youth Backcountry Camp (YBCC) and seasonal programs like Trailside Education and Junior Trail Builders. YBCC aims to provide youth with training and experience to explore the outdoors, build self-confidence and resiliency through overcoming challenges, and connect with their natural surroundings to inspire lifelong stewardship.

### **Program Development and Implementation: (80%)**

- Oversee the development, implementation, and management of TRTA youth programming.
- Create measurable program goals and ensure youth programs achieve desired outcomes through ongoing program evaluation, follow-up, and results documentation.
- Manage risk for all youth programs to ensure TRTA programs meet or exceed industry standards.
- Grow and manage partnerships to reach youth who will gain the most from the outdoor experiences, provide skilled instructors, and market youth programming.
- Oversee all youth program contracts, agreements, manuals, protocols, guidebooks, and parent permission forms.
- Recruit, onboard, and supervise contracted and seasonal field staff to implement Youth Backcountry Camps.
- Implement an instructor training program for YBCC instructors and chaperones.
- Recruit, screen, and prepare participants and participant families.
- Manage youth programs calendar and logistics, including shuttling, transportation, chaperones, and meals with an emphasis on peak season scheduling.
- Maintain the TRTA's youth programs gear inventory.
- Ensure program administration is complete, including tracking participants in the TRTA database, tracking registrations, reporting on program income and expense, and maintaining program files
- Provide service-learning programs to groups, youth, and families working with the Trail Operations Department.
- Strategically evaluate opportunities to grow youth and family programming.
- Emphasize TRTA's commitment to diversity and inclusion within youth programming, with a focus on engaging underserved and underrepresented communities in outdoor activities.

### **Fundraising and Financial Management (15%)**

- Annually create and track the Youth Programs Budget, including grant funding.
- Assist Development staff in writing, managing, and reporting on grants and thanking donors.

## **Marketing and Outreach (5%)**

- Represent the TRTA and engage with local environmental education and trail stewardship organizations to expand, market, and improve TRTA youth programs.
- With marketing staff, promote youth programs through speaking opportunities, social media, print media, email marketing, and other creative avenues.
- Update Youth Program sections of the Tahoe Rim Trail website.
- Highlight the unique learning experiences TRTA offers, such as immersive Tahoe Basin ecology education and skill-building workshops for youth participants.

## **Other Duties as Assigned**

### **QUALIFICATIONS**

#### **Experience and Educational Background:**

- Bachelor's degree in a relevant field such as Outdoor Education, Recreation Management, Youth Development, or a related discipline or equivalent work history.
- 3-5 years of experience preferred in youth program management or relevant field, focusing on outdoor and experiential education.
- Proven track record in designing, coordinating, and leading backpacking or outdoor adventure programs for teens, especially those from under-resourced backgrounds.

#### **Program Development and Outdoor Leadership:**

- Proficient with outdoor skills such as navigation, wilderness first aid, Leave No Trace principles, campsite management, technology relevant to outdoor education programs, and local ecology, geology, and natural and cultural history.
- Demonstrated ability to lead and guide groups in various outdoor environments, ensuring safety and positive learning experiences.
- Ability to create engaging and educational itineraries, especially itineraries that align with the needs of under-resourced teens, populations under-represented in the outdoors, and youth that face other barriers to experiencing the backcountry.
- Strong understanding of risk management practices in outdoor settings, including emergency response procedures and crisis management.
- Possess relevant certifications, such as Leave No Trace Trainer, Wilderness First Responder, mental health first aid, and CPR.

#### **Community Engagement:**

- Proven ability to connect with and engage diverse communities, particularly those facing socio-economic challenges.
- Experience collaborating with local organizations, schools, and community leaders to enhance program reach and impact.

#### **Leadership, Team Management, and Communication:**

- Strong leadership skills with the ability to inspire, motivate, and mentor staff and participants.
- Experience managing a team, including hiring, training, and evaluating staff members.
- Excellent verbal and written communication skills, with the ability to effectively convey program goals, safety protocols, and expectations to both participants and staff, funders, and the general public.
- Ability to adapt to changing circumstances and make informed decisions in dynamic outdoor environments.
- Strong problem-solving skills, particularly in addressing challenges related to logistics, participant dynamics, and unforeseen circumstances.

### **Financial and Administrative:**

- Experience drafting, reviewing, and managing contracts and agreements related to program activities, ensuring compliance with organizational standards.
- Strong organizational skills for maintaining accurate and up-to-date records of program agreements, participant waivers, and other relevant documentation.
- Ability to generate comprehensive and timely reports on program outcomes, providing stakeholders, including donors and organizational leadership, with transparent and meaningful insights into the program's impact.

### **Additional Requirements:**

- Passion for working with youth and teens and a commitment to fostering personal growth, leadership, and resilience through outdoor experiences.
- Tech savvy with computer/Microsoft Office Suite proficiency.
- Ability to pass a criminal background check, meet driving eligibility standards set by the TRTA's insurance carrier, and submit an up-to-date DMV report.
- Ability to drive a 15-passenger van while towing an eight-foot utility trailer.
- Ability to work at a desk with a computer and phone for up to ten hours daily.
- Ability to work a variable schedule, including weekends, with a potential for increased hours especially during the peak summer season.
- This role typically involves 80% in-office work and 20% outdoor program management during peak season (summer) and 90% in-office work and 10% outdoors during non-peak season.
- Ability to hike and camp, traveling up to 20 miles at a given time for several days at various elevations while carrying and lifting up to 55 lbs.
- Must be able to work in various types of weather conditions and terrain.
- Ability to be physically active for long periods.

### **COMPENSATION AND BENEFITS**

Salary will be commensurate with experience, ranging from \$50k to \$65k annually.

#### **Benefits include:**

- Vacation accrual starting at ten days annually.
- Sick time accrual.
- 10 Paid holidays.
- Company-paid health insurance, including medical, dental, and vision through the TRTA Employee coverage, with the option to add on family members at employee cost.
- Simple IRA matching contributions after meeting qualification requirements.
- TRTA values professional development and offers funding opportunities for relevant certifications, continuing education, and attendance at industry conferences.

#### **TO APPLY**

Interested applicants are encouraged to visit [tahoerimtrail.org/jobs-internships](http://tahoerimtrail.org/jobs-internships). Candidates should apply through our website by completing the application form and uploading a cover letter, resume, and a writing sample.

**Please apply by December 1. Ideal start date is January 6.**

Applicants with questions regarding this position should contact Ryan Kuehn at [ryank@tahoerimtrail.org](mailto:ryank@tahoerimtrail.org).

#### **The TRTA is an Equal Opportunity Employer**

The Tahoe Rim Trail Association provides all employees and applicants equal employment opportunities. It prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.