



PROGRAM MANAGER
Logistics & Planning

Explore Austin combines mentoring, leadership, and outdoor adventure to empower youth to reach their full potential. Through leadership based outdoor adventure curriculum, coupled with social-emotional learning and long-term mentoring, our program supports the cognitive, emotional and physical well-being for youth from economically disadvantaged communities.

Our Culture

We approach our mission with intention, believing that making time for exploration cultivates self-discovery. Leading with equity, we strive to remove barriers to outdoor adventure. We boldly embrace change and adapt to the evolving needs of our community. We celebrate the journey – sharing our wins and learning from our losses. Fostering a space of trust and belonging, we establish a culture of courage, commitment, and gratitude.

Youth enter Explore Austin as rising 7th graders and become part of a team of 20 (15 youth Explorers and five volunteer, adult Mentors) for six years, until graduating high school. Core activities are monthly Saturday Challenges during the school year (September through early May) and week-long Summer Wilderness Trips (SWTs). We employ certified Trip Leaders (guides) to teach relevant skills and keep everyone safe.

The Program Manager owns the logistics and planning for the Saturday Challenge and Summer Wilderness Trip programming. Explore Austin is seeking a critical thinker who is detail oriented, charismatic, flexible, and highly organized with superior collaboration and communication skills.

This position works under the supervision of the Program Director and has the following responsibilities and duties:

Program Management

- Recruits, hires and onboards the part-time Trip Leaders (guides)
- Supervises the technical and facilitation development of the Trip Leaders
- Oversees the logistics at Saturday Challenge launches at the warehouse, in conjunction with program team
- Plans and implements the logistics for the Summer Wilderness Trips
- Maintains appropriate wilderness permits for Summer Wilderness Trip locations
- Brings forth and researches new trip locations to add to the Summer catalog
- Maintains and improves upon Explore Austin's Trip Leader in Training (TLT) program. This initiative builds on our Explorer alumni's passion for the program and provides a paid opportunity to hone their outdoor and leadership skills. A flexible work schedule allows TLTs to attend college and/or work other jobs.

Program Communications

- Maintains professional and effective relationships with technical program partners, such as outdoor associations and local climbing gyms
- Schedules and sends weekly Saturday Challenge details during the school year and Summer Wilderness Trip details during the summer months

Risk Management and Administration

- Ensures the Trip Leaders are trained in the appropriate areas for Saturday & Summer programming, and manages the administrative documentation of required training and skills assessments
- Manages the documentation of professional certifications, and administrative paperwork of our Trip Leaders
- Researches and remains up to date on best practices within each of the outdoor industry disciplines (for example, AMGA, ACA and IMBA)
- Maintains current Wilderness First Responder or Wilderness First Aid Certification or obtains within first 6 months of employment
- Reviews and maintains incident reporting data and procedures

You will have:

- **At least 3 years of experience managing a team; 5 years is preferable**
- **A passion for outdoor adventure relating to, but not limited to, Explore Austin's current activities of rock climbing, mountain biking, canoeing, caving, and backpacking**
- **Experience recreating in backcountry wilderness settings**
- A high level of organization and attention to detail

- Strong collaboration and relational skills
- Excellent verbal and written communication skills, with keen attention to detail
- The ability to manage multiple projects and priorities while exhibiting excellent time management
- Demonstrated ability to work productively with counterparts in a cross-functional capacity
- The ability to work in a dynamic, fast-paced environment as a team player with stakeholders across all functions
- Proficiency in desktop software solutions (e.g., Google Suite, Microsoft Office, etc.), particularly Excel and Salesforce
- Passion about the connection between nature and well-being and investing in youth from economically disadvantaged communities.
- Bilingual ability, Spanish/English fluency preferred

The successful candidate must embrace: The mission and values of Explore Austin, including our belief that time in nature is essential for cognitive, emotional, and physical well-being; use critical and independent thinking skills to connect with Trip Leaders (guides) and program participants; and be able to multitask and manage one's workload efficiently with limited supervision. An attitude of collaboration and teamwork, along with a self-starting spirit, is essential to success in this role.

Compensation: Salary range is \$55,000-\$65,000, depending on experience. Candidates selected for an interview will be requested to provide references and a portfolio of outdoor experience (i.e. beyond just guiding, candidates will speak to how long they've been recreating in the outdoors, number of trips taken, and outdoor skill sets).

Benefits:

- Flexible work schedule
- 100% health and dental coverage
- Enrollment in 401k program with a company match of 3%
- 4 weeks vacation, flexible sick leave
- 12 company holidays + your birthday
- Monthly wellness reimbursement of up to \$57/mo
- Generous parental leave
- 1 week during the summer to join a Summer Wilderness Trip (not counted against PTO)
- An incredible team and community!

***Accepting applications until the right candidate is located. Please email jobs@exploreAustin.org with a cover letter and resume.**