



POSITION ANNOUNCEMENT

Job Title: WILL Program Coordinator

Reports to: President

Job Status: Fulltime /Non-Exempt

Introduction

Wilderness Leadership & Learning, Inc. ([WILL](#)) is a transformative, holistic 12-month experiential learning, youth leadership and life skills development program for District of Columbia youth from underserved/under-resourced neighborhoods. In 2003, WILL founder and President, Steve Abraham, inspired by his 2001 National Outdoor Leadership School program experience, left his law practice to establish a program to enhance the educational, leadership and life skills of DC high school youth. 2023-2024 is WILL's 20th year unleashing the potential of and providing quality positive youth development programming for District youth.

WILL's mission is to provide diverse growth experiences and challenging learning opportunities to inspire and assist youth to make good decisions, become effective leaders, and achieve their goals.

By joining our family/team, as evidenced by WILL's inclusion in the 2021-2022 print Catalogue for Philanthropy and having been in the Catalogue since 2012, you will be joining an organization considered one of the best community-based nonprofits in the Washington, DC.

Position Summary

The WILL Program Coordinator will play an important role in WILL program efficacy - assisting with program facilitation, logistics, and communications; fostering relationships with WILL youth, families, school and program partners; and supporting volunteer recruitment, training, and engagement.

The WILL Program Coordinator will work under the direction and supervision of WILL's President, who will provide guidance on the scope of assignments and assistance as needed and/or requested.

Major Duties and Responsibilities

Program and Volunteer Management

- Assist with, facilitate, and/or lead program activities and program days.
- School visits to meet with WILL youth and school leadership, staff and WILL main point of contact.
- Assist with and/or lead logistical aspects of programs, including, without limitation, location set-up and clean-up, snacks, lunch, material preparation, distribution, and retrieval, and food ordering or purchasing.
- Work with WILL's President and program partners on program days to ensure program efficacy.
- Assist, facilitate, and/or supervise WILL youth program transportation process.
- Communicate with WILL youth and parents/guardians regarding upcoming programs.
- Communicate with school partners to schedule meetings with WILL youth and/or school personnel and provide updates regarding programs and WILL youth.
- Support youth recruitment and outreach efforts.
- Support volunteer recruitment and orientation meetings, and support/coordinate and supervise program volunteers for and during program days.
- Assist with maintaining and strengthening partnership relationships with schools and program partners.

Ideal Candidate:

- Has a college degree and/or 3+ years of relevant work experience (preference for experiential learning and teaching experience).
- Has knowledge and experience implementing youth development principles/ best practices to provide direct service and instruction to youth individually and in group settings.
- Experience working with underserved youth strongly preferred, or an equivalent combination of education and experience.
- Understands risk management.
- Spanish proficiency a plus.
- Has transportation.
- Experience managing volunteers or others in the workplace preferred.
- Has the ability to lift and to carry a minimum of 25 pounds.
- Follows verbal and written requests and directions.
- Has effective written and oral communication and presentation skills.
- Promotes and fosters positive mentoring relationships with youth.
- Promotes and fosters positive working relationships with WILL families, schools, partners, staff, and volunteers.
- Works cooperatively as a member of a team.
- Has proficient Microsoft Word, Publisher, and Excel skills.
- Detail-oriented, organized, and deadline-driven with excellent time management skills.

- Expresses opinions confidently and with respect for others, and exercises discretion with personal or sensitive information.
- Ability to manage multiple projects with overlapping deadlines.
- Motivated self-starter with the ability to work independently with purpose and accuracy in a fast-paced environment.
- Commitment to WILL’s mission, vision, and values.

Work Hours

This is a full-time 40-hour per week position. WILL operates on 2 and occasionally 3 Saturdays per month and possibly on some holidays. During weeks when there is a WILL program, the work hours will generally be:

- Tuesday – Thursday, 9 am to 6 pm
- Friday, 11:30 am to 8:30 pm
- Saturday, WILL hours will vary depending on the program.

During weeks when there is not a WILL program, the work hours will generally be Monday - Friday from 9 am to 6 pm

Salary and Benefits

- FY23 Salary \$27.40 – \$30.77 per hour (commensurate with experience) (equates to \$57,000 - \$64,000/year)
- Health insurance (medical); retirement benefits
- Generous Paid Time-Off (vacation, personal days, and holiday schedule)
- Opportunity for career growth and advancement

How to Apply for This Job

Candidates should send the following (with “WILL Program Coordinator Application” as the subject) to steve.abraham@will-lead.org. **Applications are not complete and are not reviewed until all items have been submitted:**

- Current resume
- A cover letter with:
 - Salary range expectations and
 - Available start date

As a condition of employment, all persons offered employment with WILL must pass a background check and must be fully up to date with their COVID-19 vaccinations. As defined by the CDC, one is up to date with one’s COVID-19 vaccines when you have received all doses in the primary series and booster(s) when eligible. Proof of such vaccination must be provided to WILL as a condition of employment with WILL.

Wilderness Leadership & Learning, Inc. is an Equal Opportunity Employer. Wilderness Leadership & Learning does not discriminate on any basis protected by law, including, race, religion, color, sex, sexual orientation, gender identification, age, national origin, or disability.