



PROGRAM COORDINATOR

Job Description

Youth Enrichment Services Inc. (YES), a \$1.8M non-profit corporation headquartered in Boston, MA inspires and challenges urban youth with physical and mental activities that foster life-long respect for self, others, and the environment. Founded in 1968, YES provides opportunities to develop self-confidence, leadership and job skills through participation in outdoor activities such as skiing, snowboarding, hiking, and biking. Over 1,600 youth, aged 7-18, participate in year-round programs: Operation Snowsports, Outdoor Adventure, and YES Academy. Volunteers help support the programs, an average of 150 adults per year. Go to www.yeskids.org for more information about YES. About the position:

- This is a position for a safety-conscious leader in the outdoor field who has high energy, the ability to supervise and mobilize large groups of adults and youth and is extremely well organized.
- 40 hours a week of direct service time with youth and families and administrative tasks both on-site at YES and at off-site destinations.
- Supervised by the Director of Programs and Operations

Requirements

- Experience leading large groups of youth programming and volunteers;
- Teaching and experience within the outdoor education field strongly preferred;
- Ability to work cooperatively and interact with a diverse population including adult and youth staff, volunteers, youth participants, parents, etc.;
- College graduate required;
- MA Drivers License is required;
- CORI/SORI Background check will be administered;
- Ability to work a flexible schedule including nights and weekends;
- Experience supervising teen staff a plus.

Responsibilities

- Coordinating the registration, trip logistics, safety assurance, and evaluation across three robust seasonal programs (Operation SnowSports-winter, Outdoor Adventure-summer, and Fall/Spring intensives).
- Helping to implementation our outreach and recruitment plan;
- Managing the registration process, including trouble shooting, family communications, fee collections, organization of daily trip requirements, and other related duties;
- Overseeing the orientation and safety training for each trip;
- Planning trip logistics including equipment, transportation, volunteers, etc.
- Administration, data intake, and follow-up of all participants and families;
- Helping with the evaluation and measurement of goals and outcomes;
- Supervising adult and youth volunteers, parents, and organizations who participate in YES activities;
- Leading designated Operation Snowsports and Outdoor Adventure trips;
- Being a main support to and contact for the Operation Snowsports and Outdoor Adventure Program with orientations, registration, leading activities, role model for teen staff
- Helping to create an intentional pipeline and pathway of success for our YES Kids to our higher impact programs housed in YES Academy.



The above job description and qualifications are not meant to be all-inclusive. Additional responsibilities and qualifications may be added at any time by the employee's direct supervisor or Executive Director.

Youth Enrichment Services is an Equal Opportunity Employer that encourages applications from persons with disabilities and members of underrepresented groups.

To apply please send a resume and cover letter to ineubauer@yeskids.org by June 24th.



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