



Program Manager Job Posting

ATX Kids Club

ATX Kids Club is an Austin-based non-profit that helps youth develop self-confidence and independence by fearlessly exploring their city on year-round urban field trip adventures. Our program and curriculum is designed to create a space for campers to discover a new sense of self, place, and adventure by expanding their sense of the world around them. We partner with local organizations and businesses that help create life-changing adventures for our kids.

Culture

We are committed to cultivating an organizational culture that is deeply rooted in our core values of respect, integrity, and honesty. We create and implement programs with a keen awareness of cultural differences and treat all campers, staff, volunteers, and community partners with respect and appreciation.

Position Overview

The Program Manager is a new position that will be responsible for coordinating and implementing high-quality, life-changing adventure field-trips through our Summer Camp Adventures, School Holiday, and our Give Back Saturdays programming. We are looking for someone to join our team that thrives in a fast-paced, dynamic environment filled with opportunities for growth. The ideal candidate will be self-motivated, not afraid to try new things or make mistakes, and will have a strong work ethic. Due to the seasonality of our workload (i.e., higher demand during the summer), this position will be responsible for helping with various activities throughout the year as described below. As a member of the ATX Kids Club Leadership Team, the Program Manager will report directly to the Executive Director and be responsible for managing a seasonal Field Trip Supervisor.

Responsibilities

Program Implementation

- Develop program recruitment plans in collaboration with the Executive Director and ensure successful implementation of recruitment strategies
- Achieve program enrollment targets and report enrollment metrics on a regular basis
- Manage program planning projects and support the development of high-quality field trip experiences
- Serve as primary field trip leader during the school year for all school holiday programming
- Monitor program implementation to ensure success and recommend necessary improvements
- Develop positive relationships with participants, parents, partners, and other staff to ensure high levels of satisfaction
- Ensure necessary program data is collected to support grant outcomes and impact
- Represent ATX Kids Club at community events to build awareness of mission and programs
- Stay informed about emerging trends in youth development to strengthen and support programming efforts

Management and Supervision

- Provide onboarding support, training, and ongoing development to retain high-performing Field Trip Supervisors, who are responsible for overseeing Field Trip Leader team
- Provide regular feedback and conduct program observations/performance appraisals to develop, guide, and support program staff in achieving success
- Maintain staff records to ensure accurate record keeping

Administrative

- Create content and ensure timely distribution of various stakeholder communications, i.e. newsletters, parent emails, holiday/birthday cards.
- Manage the online registration process to ensure all necessary information is collected prior to each camp session
- Ensure compliance with all safety and program standards
- Monitor spending and adherence to program budgets to ensure consistency and accuracy
- Submit program reports as requested; maintain and submit required organizational documents

- Maintain inventory of program supplies and requisition supplies in a timely manner
- Monitor field trip routes, equipment, and vehicles for proper functionality and safety

Requirements

- Bachelor's Degree (special consideration may be given for equivalent experience and qualifications in lieu of degree)
- 5+ years of experience in child/youth development or related field
- Excellent interpersonal skills, both written and verbal
- Strong initiative, self-motivated, critical thinking, and ability to generate new ideas for improving program delivery
- Ability to manage multiple priorities and projects simultaneously
- Skill working with diverse clients, staff, and communities
- Ability to facilitate cooperative work
- Ability to communicate effectively with children/youth and foster their involvement and participation in program planning, problem solving, and decision making
- Must be at least 21 years of age with a valid Texas driver's license, reliable transportation, and safe driving record.

Salary and Benefits

- Starting salary: \$50,000-\$60,000; commensurate with experience
- Monthly stipend for healthcare benefits
- Three weeks of vacation each year outside of peak program months
- Hybrid work schedule option outside of peak program months

Next Steps

If you are interested in joining the ATX Kids Club team, please send a letter of interest and a current resume to Jobs@atxkidsclub.org.