



Hiring Information

Position: Program Coordinator, Jackson Hole Leadership Program

Duration: Seasonal March – September

Program Information

The Jackson Hole Leadership Program (JHLP) is a summer program for 10- to 16-year-olds located in Jackson, Wyoming. Through experiential activities, we seek to create fun and meaningful summer opportunities that build leadership, self-confidence, social skills, and positive decision-making.

Responsibilities

The Program Coordinator is the primary supervisor and contact person for the Jackson Hole Leadership Program. Responsibilities include:

- **Administrative tasks**, including maintaining correspondence with participant families and community members via phone and email to assist in providing program information, coordination of tasks, answering questions, confirming enrollments, etc.
- **Hiring and training**, including promoting JHLP and contacting appropriate applicants, verifying references, and completing interviews. The Program Coordinator is also responsible for training staff members in necessary hard and soft skills, including safety considerations, wilderness skills, conflict resolution, and experiential facilitation, among others.
- **Staff supervisor**. The Program Coordinator is responsible for ensuring that JHLP programs are being carried out safely, effectively, and in alignment with programmatic goals. This includes supporting and supervising staff members as necessary and also acting as a resource if unexpected issues, questions, or concerns arise.
- **On-call person**. In the instance that a staff member is unable to carry out his or her responsibilities, the Program Coordinator must be available to act as a substitute for

that person. He or she may also provide added supervision and support for staff members during programming should the need arise.

Ideal Candidates will be:

- At least 21 years of age and CPR/First-Aid certified at minimum.
- Passionate about and experienced in working with young people in the outdoors.
- Comfortable leading activities independently for groups of up to 16 children.
- Able to maintain supervision and evaluate risk in a given moment in order to ensure participants' safety during all activities.

Skills / Background Required

- A genuine passion for working with young people from a range of backgrounds to promote growth, reflection, and empowerment.
- Demonstrated proficiency and ability to educate others in principles and practices of experiential education, including: facilitation techniques, group assessment and adaptation, activity selection and progression, and processing / debriefing.
- Ability to be self-motivated and active in ensuring that all necessary tasks are completed in a given day with considerable autonomy. The Program Coordinator reports to the Director of the Van Vleck House, Teton Youth and Family Services.
- Attention to detail in completing logistical / administrative tasks, including regular phone and email correspondence with participant families and local partners, creation of program documents and other marketing materials, program registration including collection of materials and payment, and general ability to manage numerous responsibilities at once.
- Spanish language skills are a plus, but not required.

Please feel free to contact via email to apply, or for more information!

Jeremy Silcox or Cassidy Creel

Teton Youth and Family Services/Van Vleck House

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