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## **Job Description - Program Manager**

July 2025

### **Position Overview**

Located on the Maine Coast in Rockland, Trekkers cultivates the inherent strengths of young people through the power of long-term mentoring relationships. Trekkers is seeking qualified candidates for the position of Program Manager. Reporting to the Program Director, the Program Manager is part of a collaborative team ensuring the execution of the organizational mission of Trekkers and continued excellence in program delivery.

### **Essential Functions**

- Lead and support three student cohorts throughout the program year:
  - Develop and maintain caring, long-term relationships with participating students and their families.
  - Provide consistent, active mentoring for youth in both one-on-one and group settings.
  - Facilitate students in teambuilding activities and consensus decision making during pre-trip planning meetings.
  - Direct, organize, and lead expeditions.
  - Demonstrate the ability to guide students on expeditions in both urban settings, as well as outdoor, experiential activities in the backcountry or on freshwater lakes.
  - Assure that pre and post trip expedition paperwork and checks are completed accurately and on time.
- Establish, cultivate, and leverage meaningful relationships and collaborations in the community to support continued staff and youth development.
- Interview, train, and manage expedition volunteers.
- Support and/or facilitate additional programmatic work in alignment with Trekkers' mission, such as Student Leadership, in school programming and Rural Exchange.

### **Qualifications Required**

- An unwavering commitment to youth development programming and data-driven program evaluation.
- Outstanding organizational skills.
- The ability to mentor youth and volunteers, develop cohesive and effective teams, and achieve strategic objectives.
- Ability to accurately track expenses and manage a budget.
- Strong written and verbal communication skills: a persuasive and passionate communicator.
- Excellent interpersonal and relationship management skills and a collaborative working style.
- Passion, idealism, integrity, and excellent problem-solving skills.
- Able to use Word and Excel.
- Current Commercial Driver's License or ability to acquire one within 6 months of hire.
- Current Wilderness First Aid certification or ability to acquire one within 6 months of hire.

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### Success Factors/ Job Competencies

- A high level of motivation and initiative.
- Excellent work ethic and time management skills.
- Experience and success working in a collaborative and team-oriented environment.
- Experience teaching, leading and/or mentoring groups in an outdoor setting.
- Highly organized “self-starter.”

### Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical demands: This is a physically active position requiring knowledge of and the ability to hike, camp, and participate in moderately rigorous physical activity.
- The noise level in the office work environment is usually minimal, but that of other venues and offsite locations may vary. There may be uneven terrain and variable weather conditions associated with off-site work.
- Trekkers maintains an office in Rockland, ME. Our programs with youth take place at our office, in the local schools and on expeditions. The work schedule is based on a 40-hour workweek, but extended hours are necessary for expeditions. Weekend and evening hours are frequently required. Expeditions require long periods of travel, and program administration requires even longer periods of time sitting behind a computer in a professional office environment. Programs are held regardless of weather, which means sometimes working in cold, wet, "buggy" or hot conditions.

In addition to a rewarding work culture, Trekkers offers a robust compensation and benefits package including an employer-paid individual health plan, life insurance, health savings account with matching funds, retirement plan with matching funds, short-term disability plan, professional development opportunities, and 25 days of paid time-off annually. The annual salary for this position is \$45,950.

Only electronic applications are accepted. Please submit a single PDF that contains a cover letter, current résumé, and the names and contact information of at least two professional references. Preference given to applications received by July 28<sup>th</sup>, 2025. Please send your PDF application file to [info@trekkers.org](mailto:info@trekkers.org).

***Trekkers is a nonprofit organization, and an equal opportunity "at-will" employer committed to providing equal employment opportunities based upon an individual's ability and qualifications. We do not discriminate against people on the basis of race, citizenship, ancestry, color, religion, sex, sexual orientation, national origin, age, mental or physical disability.***