

Program Manager Job Description

About Trekkers

Located on the Maine Coast in Rockland, Trekkers cultivates the inherent strengths of young people through the power of long-term mentoring relationships. Through outdoor and cultural expeditions, community engagement, and sustained mentorship, Trekkers supports young people as they discover confidence, belonging, and leadership.

Position Summary

We are seeking a passionate, organized, and relationship-driven Program Manager to join our collaborative program team.

The Program Manager plays a key leadership role in delivering Trekkers' youth development programs. Reporting to the Program Director, this position manages assigned student cohorts and program activities from planning through evaluation while building meaningful mentoring relationships with youth and families.

This is a dynamic role blending program leadership, relationship-building, adventure experiences, and community collaboration.

What You'll Do

Program Leadership

- Lead and support up to three student cohorts throughout the program year.
- Plan and oversee program activities aligned with Trekkers' mission and youth development model.
- Coordinate logistics and implementation of year-round programming and expeditions.
- Monitor program effectiveness and contribute to continuous improvement.

Youth Mentorship & Development

- Build long-term mentoring relationships with students and families.
- Facilitate team-building, leadership development, and pre-expedition planning activities.
- Support students' growth through experiential and outdoor learning opportunities.

Expedition Planning & Leadership

- Coordinate and oversee expeditions, including logistics, staffing, and safety planning.
- Serve in a leadership role on expeditions of up to 12 days in both urban and outdoor environments.
- Ensure compliance with safety and risk management practices.

Volunteer Leadership

- Recruit, train, supervise, and support program volunteers.
- Foster a positive, inclusive environment for volunteers and participants.

Community & Organizational Collaboration

- Build relationships with schools, partners, and community organizations.
- Contribute to organizational planning and program innovation.
- Support a collaborative and mission-driven team culture.

Program Operations

- Track program expenses and operate within assigned budgets.
- Maintain accurate documentation and program records.

What We're Looking For

- Experience working with youth, education, outdoor programs, or mentoring initiatives.
- Strong organizational and planning skills.
- Ability to lead groups and make sound decisions in dynamic environments.
- Excellent interpersonal and communication skills.
- Commitment to equity, inclusion, and youth development.
- Comfort working both outdoors and in office settings.

Additional Requirements

- Commercial Driver's License (or ability to obtain within 6 months)
- Wilderness First Aid certification (or ability to obtain within 6 months)

Schedule & Work Environment

This is a full-time salaried exempt position. Evening, weekend, and multi-day expedition work is a regular and meaningful part of the role. Trekkers offers a dynamic, team-oriented and flexible working environment.

Compensation & Benefits

Trekkers offers a robust benefits package including:

- Employer-paid individual health insurance
- Retirement plan with employer match
- Health Savings Account contribution
- Life and short-term disability insurance
- Professional development opportunities
- 25 days paid time off annually plus 16 paid holidays
- Annual salary of \$45,300

Apply

Submit a single PDF including cover letter, résumé, and references to info@trekkers.org.

Deadline: March 20, 2026.

Trekkers is an equal opportunity employer committed to building an inclusive workplace.