

Job Title	Program Manager
Employer/ Agency	The Woods Project
Job Description	<p>The Program Manager is responsible for all aspects of club programs at school/partner organizations as well as various duties related to weekend camping trips, summer programs and gear management. Responsibilities include:</p> <p>Club Program Responsibilities:</p> <ul style="list-style-type: none"> • Hire, train and supervise instructors • Curriculum development • Instructor management, including periodic reviews and performance counseling • Facilitate/instruct one or more clubs, depending on availability • Maintain club records • Budget oversight pertaining to clubs <p>Supervision of two 9-month Fellows:</p> <ul style="list-style-type: none"> • Hire, train and supervise fellows (One fellow focuses on Alumni & Volunteers. Second fellow focuses on Marketing & Communications.) <p>Program Related Responsibilities (in conjunction with TWP staff):</p> <ul style="list-style-type: none"> • Work collaboratively to achieve TWP Mission • Maintain and deepen relationships with Partner Schools • Manage student and leader paperwork • Maintain data base and document/file storage systems • Facilitate student involvement in programs and events • Organize and lead weekend camping trips and summer program • Manage gear inventory, storage, packing and assess condition • Volunteer engagement • Work with TWP and School Partner teams • Maintain relationships with partner organizations, including: NOLS, WMI, POSSE as well as others
Qualifications	<ul style="list-style-type: none"> • Have 1-2 years of experience working with high school youth in some capacity such as with summer camps, nature centers, parks, other outdoor/nature-oriented programs, or schools • Love the outdoors/nature

	<ul style="list-style-type: none"> • Have experience camping/backpacking • Be ready and willing to earn the trust of a diverse group of underserved youth • Enjoy being in a mentor/leadership role • Be able to use technology effectively to achieve program goals • Be adaptable and have a good sense of humor for when things don't go as planned. • Ability to speak Spanish is a plus
Salary/Hours	\$33,000 – \$37,000
Employer/Agency	The Woods Project
Address	2700 SOUTHWEST FREEWAY, SUITE A
City, State, Zip	HOUSTON, TEXAS 77098
Telephone Number	281-371-6696
Email Address	Brittany@thewoodsproject.org
Application Method	To apply please send cover letter and resume to Brittany@thewoodsproject.org with “Program Manager” as the subject line.
Opening Date	1/10/17

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.