

## ***JOB DESCRIPTION***

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Position Title: UrbanTrekkers Professional Intern      Department: Office of Experiential Learning

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Reports To: UrbanTrekkers Program Director      Salary Range: Monthly payment of \$1,000.00 including housing. w/o benefits

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### **Position Summary:**

The mission of UrbanPromise is to equip children and young adults with the skills necessary for academic achievement, life management, spiritual growth, and Christian leadership.

UrbanTrekkers' professional internship program offers young adults the opportunity to help develop and implement experiential learning programs at UrbanPromise. This is a developmental position for newly emerging leaders with a background and interest in outdoor and environmental education to assist staff with current and future experiential learning opportunities.

Professional interns are responsible for planning and leading expeditions, building relationships with youth, training them in outdoor skills and adventure activities, and engaging them in lessons regarding environmental literacy, community advocacy, and stewardship.

This position is designed to integrate the participant with the UrbanPromise Ministries mission and operations and to prepare him or her for more complex and responsible duties with the ultimate aim of preparing the participant to sustainably run and seek funding for his or her separate program in the future. The UT Professional Intern will mentor under the UrbanTrekkers Program Director (UTPD). This is a 12 month program designed to prepare the candidate to lead UrbanTrekkers/Experiential Learning programming within the ministries of UrbanPromise and UrbanPromise International or similar organizations.

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### **Essential Job Functions (List the most important responsibilities of the position here ):**

1. Establishment of a mentee relationship with the UrbanTrekkers Program Director. Prepare and execute an individual development plan (IDP) to be approved and overseen by the UTPD.
2. Participate actively in regular staff meetings and check-ins with program directors and the larger UrbanPromise All-Staff meetings
3. Assist with planning and implementation of Summer junior UrbanTrekkers program in collaboration with UrbanPromise Children and Youth Ministries (CYM)
4. Assist with planning and implementation of the student leadership program throughout the summer and school year
5. Assist with planning and implementation of regular experiential learning programming offered, such as cycling, boat-building, on the water activities, watershed education, etc.
6. Support program director in daily planning, organization, and facilitation of programs and expeditions, incrementally increasing responsibility in programming throughout the internship period.
  - a. Assist in recruiting student participants for programs.
  - b. Assist with expedition planning including itinerary research
  - c. Prepare paperwork and supplies for student meetings
  - d. Support in holding youth accountable to program rules and expectations.
  - e. Assist with expedition preparation including paperwork and food shopping
  - f. Assist Program Director as a member of the Leadership Team on expeditions that include extended bus travel, rural and urban settings, outdoor, experiential activities in backcountry and on the water
  - g. Assist with post expedition duties including filing reports and cleaning and organizing buses and equipment
  - h. Maintain and organize equipment and library; includes basic repairs to outdoor equipment
  - i. Assist with communications to families including the preparation of mailings, email updates and follow up phone calls
  - j. Assist with program evaluation including the survey process
  - k. Other logistical support as needed
7. Maintain a safe environment while working with youth. Model positive program culture and promote positive group dynamics as outlined in UT covenant.
  - a. Develop and maintain caring, long-term relationships with participating students and their families
8. Provide consistent, active mentoring of youth both in one to one and group settings.
9. Assist in UrbanPromise development and promotional activities.
10. Assist in leading fundraising events specific to the department of Experiential Learning (i.e. Pedal for Promise, Paddle for Promise, etc.) and providing support for larger UPM fundraisers (Banquet, Partner Day, etc.)

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### **Essential Job Requirements:**

<b>EDUCATION</b>	Bachelors Degree or higher, preferably in an outdoor /experiential education/environmental science related field. .....
<b>EXPERIENCE</b>	Preferred experience in youth development, urban ministry and/or outdoor education and adventure experience both on land and water. .....
<b>REQUIRED SKILLS</b>	<ul style="list-style-type: none"><li>• Outstanding interpersonal skills and the ability to mentor youth and volunteers</li><li>• Strong written and verbal communication skills,</li><li>• Office technology competency (Microsoft Word &amp; Excel),</li><li>• Time and relationship management skills and the ability to collaborate as a team.</li><li>• Strong initiative and vision</li><li>• Driver’s license in good standing and comfort driving a large vehicle with a trailer or the ability to learn.</li></ul> .....
<b>PREFERRED SKILLS</b>	<ul style="list-style-type: none"><li>• CPR and First Aid Certification</li><li>• Certifications in on-the-water activities</li><li>• Lifeguard certification.</li><li>• Experience in paddling, swimming, sailing, camping, cycling, and other outdoor activities</li></ul> .....
<b>PHYSICAL REQUIREMENTS</b>	The UrbanTrekkers Professional Intern is expected to perform duties and responsibilities of a physical nature. Must be able to lift a minimum of 30 lbs. She or he must have an ability and comfort with on-the-water activity. A physical examination by a medical doctor that includes proof of TB and Hepatitis test must be presented if hired. .....

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***LIMITATIONS AND DISCLAIMER***

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate any individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

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Employee’s Name/Signature

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Date

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Manager’s Name/Signature

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Date

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**Human Resources Approval/Comments:**

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Authorized Human Resources Signature

\_\_\_\_\_  
Date