

URBAN**PROMISE** MINISTRIES JOB DESCRIPTION

Position Title: Urban BoatWorks Program Director Department: Office of Experiential Learning

Reports to: Director of EL Salary Range: 35,000-40,000 w/ Full Time w/ benefits

Position Summary:

At the heart of all positions at UrbanPromise is the love for and commitment to children and youth. We embrace the value of relationships with our students and a commitment to the mission of UrbanPromise-- to equip children and young adults with the skills necessary for academic achievement, life management, spiritual growth, and Christian leadership. The Office of Experiential Learning seeks to complement UrbanPromise's highly successful academic programming with experiential and project-based learning opportunities.

In support of UrbanPromise's mission, the Urban BoatWorks Program Director (UBW PD) is responsible for direct oversight of youth, volunteers and staff in the Urban BoatWorks (UBW) programs. The UBW PD is responsible for assessment of STEM focused extra & co-curricular boat building programs, boat shop safety, security and maintenance; last but not least that safety procedures and practices are documented, posted and clearly known as the rules of the shop. The UBW PD works with and is part of the team in the Office of Experiential Learning to lead summer boating and boat repair/maintenance for our summer RiverGuide program. The UBW PD is responsible for expense reporting and maintaining expense records for all program projects.

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

1. *Youth Engagement, Instruction, and Development*
 - a. Recruit and recommend students for participation in the boat shop (both through UPM and outside schools and organizations).
 - b. Arrange and provide transportation as required for program participants.
 - c. Administer student and program assessments at the beginning and end of each cohort.
 - d. Ensure program safety protocols are communicated, enforced, and followed by all program participants.
 2. *Facility and Capital Maintenance and Management*
 - a. Hold responsibility for security and upkeep of boat shop in coordination with the Camden Shipyard Maritime Museum (Landlord).
 - b. Maintain and keep maintenance records on all UBW vehicles and trailers.
 - c. Manage all resources, stocking shop, inventory tools and equipment along with up to date first aid kit and fire prevention equipment.
 - d. Perform maintenance and repairs as needed to boat fleet. Work with the Environmental Education Program Director to ensure all equipment is in proper order for on the water programs.
 3. *Administration*
 - a. Manage all build schedules and calendars with program participants.
 - b. Maintain communications with volunteers and supporters through weekly updates.
 - c. Maintain expense records and proper reporting of all expenses in coordination with Assistant Director of Experiential Learning.
 4. *Human Resource Management (Volunteers)*
 - a. Work to recruit and retain volunteers in cooperation with UP HR procedures.
 - b. Conduct volunteer training and info sessions twice each school year.
-

URBAN**PROMISE** MINISTRIES JOB DESCRIPTION

5. *Boatbuilding and STEM project Management*

- a. Work with Director of Experiential Learning and volunteer team on selecting build projects.
- b. Help to develop curriculum and weekly planners for all cohorts.
- c. Plan, coordinate, and lead the annual boat launch at the end of each school year with the assistance of the Experiential Learning Staff and volunteers.
- d. Manage the sale of selective boats through an online sales venue with UrbanPromise and other boat related sites.

6. *UrbanPromise and Departmental activities*

- a. Support and collaborate with the Environmental Education Program Director on all on the water activities and initiatives that come out of the OEL.
- b. Assist the Experiential Learning Staff with both the Pedal and Paddle for Promise fundraising events.
- c. Attend and actively participate in regular staff meetings, monthly all-staff meetings, and periodic all-staff events. Assist in UrbanPromise development activities.
- d. Participates in both personal and staff performance evaluation process.

Essential Job Requirements: (List position qualifications here)

EDUCATION Bachelor's Degree, with Education Experience, preferably in Experiential/Alternative Ed. or relative experience.

EXPERIENCE Youth Work Ministry, Experiential Learning, Wood Working or relative experience

REQUIRED SKILLS (or willingness to obtain in a timely fashion) Good general knowledge of woodworking and wood shop skills. Strong organization and resource management skills. Strong leadership and supervisory skills. Proficient verbal and written skills. Ability to clearly communicate vision, goals and tasks to large groups of people both adults and youth. Driver's License in good standing. Willingness to attain with a CDL within one month of hire.

PREFERRED SKILLS Comfort on the water with youth and small boat handling (canoes-kayaks). A solid team player and connector of youth and volunteers in UBW. Comfortable driving a van and pulling a boat trailer and operating a small, motorized safety boat.

PHYSICAL REQUIREMENTS Able to lift small boats 50 lbs overhead onto trailers, possess good mobile agility strong back for carry supplies and boats in and out of shop and on and off trailers. Proficient swimmer and comfort with small boat handling.

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.

URBAN*PROMISE* **MINISTRIES JOB DESCRIPTION**

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.