

## **Colorado Regional Program Manager**

Big City Mountaineers is a Denver based non-profit whose primary purpose is to support the character and life skills development of urban under-resourced teens through wilderness experiences. Positive and supportive mentoring relationships with caring adults and peers are at the core of BCM programs. BCM further provides teens and volunteers post-wilderness course opportunities for continued mentoring as well as internship and employment programs for teens.

BCM is growing rapidly and in need of a high-energy, strategic and proven Program Manager to help design and execute our aggressive program expansion in the Denver area. The Regional Program Manager is a new position in Denver, having been added to address the increasing complexity and growth plans of BCM's Denver programs. Having been growing between 30% and 70% annually for the past 3 years, and forecasting 40% growth over each of the next 3 years, the Program Manager's role is intended to allow BCM to continue and accelerate future Denver area programs.

### **Job Description**

Working with BCM's senior program staff, the Colorado Program Manager will be responsible for the delivery and day to day operations of BCM's Colorado program operations.

- Responsibility for alignment of Colorado region BCM programs to BCM mission, core values, and strategic plan.
- Overall responsibility for Colorado program operations: staff and budget management, program quality and measurement, piloting of new program types, and regional growth; 1800 program days projected for '09.
- Supervision, mentoring, coordination, and support for Colorado Regional Program staff including teen employees and interns.
- Outreach, maintenance, and strengthening of regional youth agency relationships focusing on program day growth and quality experience.
- Key role in training delivery for Colorado staff and volunteers.

### **Qualifications**

- Bachelor's degree required.
- 2-5 years successful staff management experience required.
- 2-5 years direct experience in the youth development and experiential education field, preferably with under-resourced teens.
- Experience and competency with experiential education practices required.
- Congruence of values and beliefs with BCM's mission and vision and strong desire to expand BCM programming.
- High degree of self motivation and self management
- Strong organizational skills
- Exceptional verbal and written communication skills
- High tolerance for fluid work environment
- Thrives in high stress, high demand culture
- Mastery of Microsoft Windows and Office Suite
- Conversational or fluent Spanish speaking ability preferred
- Ability to motivate and inspire

**Distribution of duties**

Supervision of Regional Program staff 35%  
Regional outreach and youth agency relationship maintenance 35%  
Volunteer placement and teen application processing 10%  
Program measurement 10%  
Training delivery 10%

**Compensation**

\$28,000 to \$33,000 annually

**Benefits package includes**

- 3 weeks of paid time off annually during organizational 'shut down' weeks during May, September, and December.
- Tenure based vacation
- 1 week of 'volunteer time' paid.
- Possibility of a formal flextime option.
- Health Insurance (eligible after 30 days of employment)
- 401(k) plan including company match (eligible after 1 year of employment)

**Application process**

Send cover letter, resume, and salary history to [Colorado-RPM@bigcitymountaineers.org](mailto:Colorado-RPM@bigcitymountaineers.org).  
Include Colorado-RPM in the subject field.

Please do not call, send hard copies, or fax regarding this position.  
We will contact only those applicants we are interested in furthering conversations with.

The Colorado Regional Program Manager will be based in our Denver facility.