



Job Description: Program Manager (Full Time)

City Surf Project is a San Francisco based non-profit organization connecting underrepresented youth to the ocean and themselves through surfing. We use surfing as a vehicle to teach respect for nature, healthy living and personal growth.

Are you passionate about surfing, the ocean and social justice? Here's a dream opportunity to spend every day working at the beach and have a positive impact empowering underrepresented youth. CSP is looking for a qualified program manager to be lead surf instructor as well as manage all of our scholastic and summer surf programs.

Job duties include:

- 60% of time: **Lead surf Instructor** on all surf outings
 - o Coordinate all logistics prior to surf day including, volunteer, site, participant, school coordination, and curriculum.
 - o Lead surf instruction during surf day.
 - o Coordinate content (photography and video) of surf day.
 - o Teach surfing basics, both on land and in water.
- 20% of time: **Volunteer Coordination** including correspondence and volunteer list management.
- 10% of time: **Assist in creating CSP program curriculum:** Will work together with the Executive Director to create a CSP program manual including lessons for youth and future staff training.
- 10% of time: **Assist in event planning, development, accounting and other operational needs** of the program.

Qualifications:

- At least one year working in youth development, teaching and/or surf instruction.
- Experience in educational setting and creating lesson plans (i.e. classroom, outdoor education, camps, Teach for America)

- Surf experience: Competent and seasoned surf skills
- Ocean Experience: Familiar with the quickly-changing and challenging ocean conditions of Northern California.
- Experience as an ocean/beach lifeguard and/or junior lifeguards instructor a PLUS.
- Valid Driver's License with vehicle to drive participants and/or equipment.
- Will need a CPR/First Aid certification.
- Communication skills, personable, team player, and hard working.
- Public relations savvy when sending and responding to emails.
- Interest in non-profit and social justice work.
- Personal commitment to the mission of City Surf Project.
- Will need to pass federal background check in order to work with youth.

Commitment:

- **40 hours per week**
- **May include up to four weekend days per month (Saturday and Sunday)**

Pay:

- **Compensation based on experience and competitive non-profit rates.**

Application:

- Send resume and statement of interest to johnny@citysurfproject.com.
- In the statement of interest, please explain your interest in City Surf Project and your qualifications for this position.