



**Title:** Southwest Conservation Corps Program Coordinator

**Date:** 12/19/2017

**Reports to:** Program Director

**Salary:** Salary Group 3 (\$32,000-36,000)

**Location:** Four Corners

**Status:** Year-round, Full Time, exempt

**Benefit Eligible:** Full

### **Summary:**

### **Southwest Conservation Corps:**

The Southwest Conservation Corps (SCC) is a non-profit service organization built on the legacy of the Civilian Conservation Corps (CCC) that operated from 1933-1942. SCC provides youth and young adults opportunities to complete conservation projects on public lands throughout the Four Corners region. While serving with SCC members receive training on job skills, conflict resolution, leadership, teamwork, and environmental stewardship. Programs are developed using a step ladder approach to provide a progression of skill development based on a member's needs. The Four Corners office runs field programs for three seasons, April-November being our peak season during which the Four Corners office runs as many as 10-12 crews at a time. During the winter, staff focus on program development and planning for the next year.

### **Position Summary:**

The Program Coordinator's primary responsibilities are to: recruit and select corps members for all adult camping crews, and support recruitment for youth crews, and Veterans Fire Corps crews; to participate in planning and execution of crew leader and member trainings; to coordinate communication between the field and the office in addition to supporting and mentoring all field staff, (including seasonal Field Supervisors and Crew Leaders); to ensure crews are both supported and prepared to maintain safety, program integrity, and quality projects in the field. The Program Coordinator may also assist the Program Director to recruit, hire, and train seasonal crew leaders. Both office and field operations are required by this position and a flexible schedule is a must!

### **Essential Responsibilities and Functions:**

#### **Category I**

- Work as part of an SCC recruiting and member development team to develop and implement a crew member recruiting strategies and trainings
- Establish and maintain a database of all recruiting contacts.
- Coordinate recruiting visits to schools, community partners, etc.
- Coordinate and complete interviewing, selection, & placement of 80-100 Corps Members annually.
- Work in an office setting. Facilitate and manage the submission of all corps member hiring, program and AmeriCorps paperwork.

## **Category II**

- Field staff mentorship – provide technical expertise, guidance and emotional support to crews in the field. Identify positive working solutions to crew management issues for crew leaders.
- Insure project quality and quantity by providing technical assistance to and accountability of crew leaders in the field.
- Model risk management procedures in the field to create a safe working environment.
- Assist with post-hitch check-ins with crew leaders
- Enforce all SCC and CL Policies and Procedures.
- Comfortability & flexibility with an ever-shifting work schedule.
- Respond to crew emergency situations.
- Participate in an on-call system for crews in the field.

## **Category III**

- Assist the program staff to develop and implement training including technical trails, chainsaw, leadership and facilitation skills.
- Being a role model and mentor - providing encouragement, guidelines, and supervision to crew leaders throughout an 8-week training period and the field season.
- Develop and maintain partnerships with community and project partners.

## **Category IV**

- Management multiple databases for recruitment, selection, payroll, and AmeriCorps information and onboarding
- Manage and maintain accurate reporting of all necessary information and complete program reports including field site visits, recruiting notes, and field/yard inventories
- Work within an established program budget; manage credit cards, receipts, and financial reporting
- Assist Program Director and Regional Director with end of year reporting
- Work closely with administrative staff to ensure compliance of paperwork tasks and AmeriCorps requirements.

## **Physical Requirements:**

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Program Coordinator is required to sit, stand, walk, speak and hear. The Program Coordinator may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. The Program Coordinator may be required to lift up to 50 pounds unassisted. The ability to drive an organizational vehicle is also required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

## **Minimum Qualifications:**

- Excellent communication, leadership, mentoring, and facilitation skills
- Ability to work indoors.
- Strong conflict resolution and team building skills.

- Experienced skill level in all or most of the following: trail construction & maintenance, chainsaw operation & maintenance, hand tool maintenance, fencing, running backcountry crews.
- Ability to teach and plan and facilitate trainings for the above skills.
- Demonstrated good judgement and problem solving in emergency situations.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- Able to work independently and motivate others.
- Computer literate (MS Word, Excel, & Outlook proficient).
- Clean and insurable driver's record & driver's license.
- Must be able to pass all Conservation Legacy's criminal history background checks and driver insurability checks.
- Desire to spend time in the company of youth and young adults; ability to instigate fun!

**Preferred Qualifications:**

- Leadership experience with CL or other youth conservation corps.
- Demonstrated managerial experience.
- Relevant medical certification (WFR, WFA, WEMT, or OEC).
- Relevant bachelor's degree.

**To Apply:** Please send a resume and cover letter to Jordan Burningham, SCC FC Program Director: [Jordan@conservationlegacy.org](mailto:Jordan@conservationlegacy.org).

Position open until filled.