

Staff Position Description

Title: Four Corners Adult Program Coordinator

Date: January 2023

Starting Salary: Grade B, The starting wage range for this position will be in the \$19.46-\$22.54/hour range, depending on experience, education, and skills relevant to the position. Please note that the indicated starting salary range describes the range for an incumbent in this position. Most new staff generally start at the beginning of the range percentile to endure internal salary equity.

Location: Durango, CO

Status: Regular, Full-Time, Non-Exempt

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off *per Personnel Policies*

Reports to: Adult Programs Manager

Program Summary:

The Southwest Conservation Corps (SCC) is a program of the non-profit service organization, Conservation Legacy, that is 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 primarily on public lands. 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. Members receive a weekly living allowance, training, and an AmeriCorps Education Award (for qualifying individuals).

Position Summary:

The Program Coordinator's primary responsibilities are to: Recruit and select corps members and crew leaders for all Adult and Veterans Fire Corps crews; Participate in the planning and execution of crew leader and member trainings; Coordinate communication between the field and the office; Support and mentor all field staff, including seasonal field supervisors, crew leaders and members; Ensure crews are both supported and prepared to maintain safety, program integrity, and quality projects in the field. Both office and field operations are required by this position and a flexible schedule is a must! The Adult Programs Coordinator reports to the Adult Programs Manager.

Outcomes & Functions of Position:

Recruiting, Interviewing and Selection of Corps Members and Leaders

- Work as part of an SCC recruiting and member development team to develop and implement a recruitment strategy
- Participate in recruiting visits to schools, community partners, career fairs, etc.
- Coordinate and complete interviewing, selection, and placement of 100-150 corps members annually.
- Assist with Crew Leader and Crew Leader Development Program (CLDP) hiring, including writing position descriptions, screening applicant, and offering positions.
- Work in an office setting. Facilitate and manage the submission of all participant hiring, program, and AmeriCorps paperwork

Program Oversight and Field Support

- Oversee and mentor staff in the field. Provide technical expertise, guidance, and emotional support to crew leaders in the field. Identify positive working solutions to crew management issues for leaders.
- Ensure 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
- Manage and participate in leader debriefs after each hitch
- Enforce all SCC policies and procedures
- Comfortability and flexibility with an ever-shifting work schedule
- Respond to crew emergency situations and participate in an on-call system for crews in the field
- Coordinate regular field visits with program staff as needed
- Review incidents, workers comp claims and process accordingly as per Conservation Legacy protocols

Development and Training

- Assist the program staff to Design, coordinate, and implement in-house training of crew leaders and program participants including technical trails, crosscut, chainsaw, mental health, administrative, Wilderness First Aid, leadership, and facilitation skills
- Being a role model and mentor. Providing encouragement guidelines and supervisions to leaders throughout an 8-week training period and continuing into the field season
- Develop and maintain partnerships with community and project partners

General Administration

- Work closely with the administrative staff to ensure compliance of paperwork tasks and AmeriCorps requirements for yourself, leaders, and corps members
- Manage multiple databases for recruitment, selection, payroll and AmeriCorps information and onboarding
- Work within an established program budget; manage credit cards, receipts, and financial reporting
- Ensure leader and CLDP compliance with credit card reconciliations
- Assist Adult Programs Manager and Director with year-end reports
- Collect, manage, and disperse program paperwork. Verify accuracy of all paperwork including timesheets, post hitch accomplishments, photos, etc.

Organizational Advocacy

- Successfully engages, leads, and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential complaints within the organization as identified in the Personnel Policy Manual.
- Assists or leads other responsibilities, as assigned.

Other “Hats” You May Wear: Customer Service, Relationship Development, Marketing, Administrative, Supervision or Mentorship to Others, Facilitator, Trainer, Facilities, Human Resources, Supervisor

Physical Requirements:

Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.

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K. Hencke

Qualifications:

- Ability to successfully work in a fluid, changing work environment.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization's criminal history check requirements.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Minimum of 3 years of experience in youth development or corps field.

Preferred Qualifications:

- Experienced skill level in all or most of the following: trail construction and maintenance, crosscut and chainsaw operation and maintenance, fencing, herbicide application, GIS, front country and backcountry travel
- Ability to plan, teach and facilitate trainings for the above skills
- Experience leading Conservation Corps programs, members, or administrative systems
- Maintain a B-Level, or higher, Saw Certification to lead or assist in saw trainings for Leaders, Adult Crews and Veterans Fire Corps (VFC) Crews

Other Competencies Desired for this Position's Success: Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns.

To Apply:

1. Send Cover letter and resume to Kristen Hencke at khencke@conservationlegacy.org

2. Cover Letter Must Include:

Subject line includes "Applicant_(Your Name)".

Cover Letter must include a response to the following: *Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.*

3. Review of applications will begin 2/6/2023, with an ideal start date of early to mid-March 2023

Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We also consider qualified applicants regardless of criminal histories, consistent with legal requirements. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.

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