

Staff Position Description

Title: Four Corners Adult Programs Director (Southwest Conservation Corps - Four Corners)

Starting Salary Range: current Grade: Grade C+, \$47,000-56,250

Location: Durango, CO, Partially Remote Eligible (can work remote up to 2.5 days per week within SCC Four Corners service area)

Status: Full-Time, Exempt

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

Reports to: Four Corners Director

Important Requirement: Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.

Organizational Summary:

Conservation Legacy is a nationwide non-profit. The Corps programs within the organization engage participants in diverse conservation and community projects that serve public and private lands. These projects provide opportunities for personal and professional development and strive toward a high priority of needs for public land managers and community partners. Through the mission of engaging future leaders who protect, restore, and enhance our nation's lands through community-based service, Conservation Legacy works toward a world with healthy lands, air, and water, thriving people and resilient communities.

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 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 SCC Four Corners (SCC-FC) Adult Programs Director (PD) manages the administrative and logistical details of adult programs, serves as the information/communication hub for program staff, oversees operational support of crews, supervises staff who provide support to crews in the field, and maintains timely and effective communication with project partners. The PD is responsible for the execution and overall quality of adult programming and operations within the Four Corners region. The PD supervises Program Managers, ensures programs are effective and efficient, and works closely with project partners at federal land management agencies, municipalities, and non-profits to design and schedule programs and projects for our participants. The PD will work closely with Central and Regional staff to ensure invoices and reports are timely and accurate. They develop, review, and track SCC-FC Adult Programs agreements. Duties also include ensuring compliance with all Conservation Legacy policies, safe program operations, successful completion of work projects, quality customer service to project partners, and an impactful experience for all participants. The PD may be directly involved in program delivery, including trainings for staff and participants, project support, and quality assurance. This

position requires technical skills, knowledge, and abilities related to trail work, chainsaw operation, herbicide application, and corps operations.

Essential Responsibilities and Functions:

Program Oversight and Supervision

- Recruit, hire, train, and supervise Adult Programs Managers.
- Set and provide feedback in performance evaluations, goal setting, and professional development planning for each staff member supervised.
- Support all adult programs to ensure quality programming and member experience.
- Collaborate with Four Corners Director and Program Managers to establish strategy, vision, and direction for programs.
- Serve as the backup to the Four Corners Director in leading the program during absences, vacations, or when they are focused on other priorities.
- Foster a collaborative and consistent approach to organization-wide program delivery.
- Oversees and participates in On-Call process and system, ensure process and schedule is updated and staff are adequately trained.
- Ensure an emphasis on safety in all programming and that SCC-FC follows practices consistent with risk management protocols set forth by Conservation Legacy.
- Facilitate culture of safety, vigilance, risk mitigation, communication, incident reporting and continuous improvement.
- Assist FC Director and Program Managers in developing programming that aligns with Conservation Legacy's Strategic Plan goals.

Partnership Responsibilities

- Sustain existing partnerships and ensure partners receive superior customer service from staff.
- Support FC Director and Program Managers in the development of partnerships in alignment with Conservation Legacy's Strategic Plan and revenue goals, including new or expanded types of project work, municipal, non-profit, and other non-Federal partnerships.
- Work with program and regional staff to track partner outreach efforts; assist in development of customer relations systems and standards.
- Work with program and regional staff to track fee for service and grant agreement balances and compliance, including reporting.
- Represent SCC-FC and Conservation Legacy at industry conferences, community events, and other events.
- Foster a collaborative approach to program delivery, working with CYCA and other corps programs, including those of Conservation Legacy.
- Assist with grant writing and fundraising initiatives that support the development and sustainability of SCC programs.

Project Responsibilities

- Manage SCC-FC wide distribution of projects; create and maintain up to date comprehensive SCC-FC project schedule/calendars.
- Communicate project details to program staff; involve program staff in agreement and project development.
- Help develop agreement and grant proposals to support project development.

- Periodically visit crews in the field to assess the quality of program implementation, including visits with other program staff to ensure consistency and provide professional development opportunities to field staff.

Administrative Responsibilities

- Manage program/project schedule, once initial scheduling has been established by Four Corners Director, to ensure that all partner specific needs are being met.
- Participate in Risk Management team meetings, and others as needed; track incidents and generate reports.
- Ensure that programs maintain high retention and that work agreements are being met.
- Manage program expenditures while maintaining safety and quality.
- Create project reports and annual program evaluations as needed.
- Ensure data capture and entry into relevant systems is timely and accurate.
- Oversee reporting processes and report generation, both internally and externally.
- Ensure crew programs comply with Conservation Legacy and SCC protocols and policies.
- Work with program, regional, and central staff to track and maintain invoicing systems.
- Support SCC-FC Administrative Staff, processes, and compliance.

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.

Minimum Qualifications:

- Exhibits the ability to effectively work on diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Minimum of five years of experience in youth development or corps field.
- Minimum of five years of experience in a year-round supervisory or management position with a Conservation Corps program or similar program.
- Experience with influencing diverse groups of employees to achieve common goals.

- Flexibility, adaptability, and capacity to work in a fluid, changing work environment.
- The ability to carry out assigned work independently or with minimal supervision.
- The ability to communicate effectively, manage complexity cultivate innovation, drive and influence results of oneself and others.
- Ability to work well with others and to seek assistance when needed to carry out assignments.
- Familiarity with Microsoft Office programs and applications, or similar platforms.
- Ability to keep others, in remote locations, accountable to expectations.
- Must be able to pass the organization’s criminal history background check requirements.
- Relevant medical certification (i.e. WFR, WFA, and/or OEC) AND demonstrated good judgment and problem solving in emergency situations required.
- Valid driver’s license and insurable driving record.

Preferred Qualifications:

- Experience with project development and familiarity with federal and state partners.
- Relevant Bachelor’s degree and/or 5-7 years of related experience.
- Technical skills including chainsaw certification, trail construction and other technical field skills
- Strong Microsoft Excel proficiency.
- Strong written and verbal communication skills and experience.
- Familiarity with Durango and Southwestern Colorado rural communities.

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 Name at cmoulton@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.*

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.