

Staff Position Description



MISSION: FOSTERING CONSERVATION SERVICE IN SUPPORT OF COMMUNITIES AND ECOSYSTEMS

VISION: A LEGACY OF HEALTHY LANDS, AIR AND WATER; THRIVING PEOPLE AND RESILIENT COMMUNITIES

Title: Four Corners Adult Programs Coordinator

Date: December 2021

Reports to: Adult Programs Manager

Starting Salary: Grade B, hourly rate \$17.10 - \$20.67, negotiable DOE

Location: Durango, CO

Status: Full-Time, Non-Exempt

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

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 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.

Essential Responsibilities and Functions:

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
- Establish and maintain a database of all recruiting contracts
- Participate in recruiting visits to schools, community partners, 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
- Work in an office setting. Facilitate and manage the submission of all corps member hiring, program, and AmeriCorps paperwork

Program Oversight and Field Support

- Field staff mentorship. 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
- Facilitate post-hitch check ins with crew leaders
- Enforce all SCC policies and procedures
- Comfortability and flexibility with an ever-shifting work schedule
- Respond to crew emergency situations
- Participate in an on-call system for crews in the field
- Assist Logistics Manager with seasonal operations as needed

Development and Training

- Assist the program staff to develop and implement training 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
- Manage and maintain accurate reporting of all necessary information and complete program reports including field site visits, recruitment notes, and field inventories
- Work within an established program budget; manage credit cards, receipts and financial reporting
- Assist Adult Programs Manager with year-end reports

Other Duties

- 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 harassment or grievances within the organization as identified in the Personnel Policy Manual.

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.

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 3 years of experience in youth development or corps field.
- 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.

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

To Apply: Send Cover letter and resume to (Lisa Slupianek) at lsupianek@conservationlegacy.org. Subject line in this email must include "Applicant".

Cover Letter must include a response to the following question: ***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. 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.