

# Staff Position Description

**Title:** Youth Program Manager

**Starting Salary:** \$21.33 - 24.72 per Hour DOE

**Location:** Eligible for part-time remote within Los Valles service area (Salida, CO or San Luis Valley, CO). Regular travel to and work from Salida office required.

**Status:** Full-Time, Non-Exempt

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

**Reports To:** SCC Los Valles Program Director

## Organizational 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 Youth Program Manager (YPM) is responsible for the management, development, and overall quality of SCC's Los Valles Youth Program. The SCC Los Valles Youth Program serves local teens ages 14-18 and engages them in conservation projects during 10-week long summer programming in the Upper Arkansas River Valley and San Luis Valley. The YPM manages the administration of the program, serves as the communication hub for other program staff, and oversees operations and technical project work of youth crews. The position is approximately 70% office-based and 30% field based, with field visits that may include overnight stays. Crew Leader Training season, April-May, and member season June - August requires a strong and consistent field presence from the YPM. A successful candidate will have experience in conservation skills, working with minors, and excellent written communication.

## Position Requirements:

### Priority I: Working with Minors

- Risk management experience specifically related to minors (e.g.) mandatory reporter experience
- Tailored facilitation and communication skills for teaching and interacting with 14–18-year-olds
- Experience working with parents and guardians, social workers, school staff, and other minor-adjacent community stakeholders

### Priority II: Program Management

- Manage youth program projects, including scheduling, logistical needs, communications, and reporting, to meet needs of crews, partners, and community stakeholders.
- Supervise and collaborate with Youth Program Coordinator and Youth Program Crew Leaders
- Collaborate with other office staff on management of shared program resources and priorities, including budgeting, logistics, risk management, and administration.

### **Priority III: Conservation Skills**

- Experience with aspects of conservation work including but not limited to trail building, fence construction, invasive species removal, and facility maintenance
- Effective teaching of camping skills such as how to pitch a tent, camp hygiene, Leave No Trace or other outdoor living skills

### **Priority IV: Communication and Facilitation Skills**

- Effective in upholding programmatic quality through effective training of youth program full-time and seasonal staff
- Effectively provide culturally relevant trainings for staff and participants, respective to the histories and current communities of the San Luis Valley and the Upper Arkansas River Valley
- Excellent writing and organizational skills necessary for supporting the continued development of the youth program through grant writing and grant management
- Proficiency in Microsoft Office, and additional database programs such as Salesforce

### **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.*

### **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.
- Ability to operate Microsoft Office pro and CRMs, such as Salesforce
- Valid Driver’s License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization’s criminal history check requirements.
- 5 years of directly related experience in conservation work and working with minors.
- Relevant medical certification (WFR, WFA, or OEC) AND demonstrated good judgment and problem solving in emergency situations required.
- Excellent written and verbal communication skills
- Bilingual English/Spanish speaking preferred

*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 reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.*

**To Apply:**

1. Send Cover letter and resume to Thérèse d’Auria Ryley at [tryley@conservationlegacy.org](mailto:tryley@conservationlegacy.org). Position open until filled. Priority given to applicants who apply prior to February 17, 2023.

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.*

**X**

---