

Staff Position Description

Title: Youth Program Manager – SCC Los Valles (Salida, CO)

Starting Salary Range: (Starting salary \$22.50 - \$23.23 per hour DOE)

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

Status: Full-Time, Non-Exempt

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

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

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, overall quality and leading the sustainability of all youth programs and operations out of SCC's Los Valles Office. The YPM manages the administrative and logistical details of the program, serves as the information/communication hub for other program staff, oversees operational support of youth crews, works with the Los Valles (LV) Director to coordinate staff providing support to crews in the field, and maintains timely and effective communication with project partners. The YPM will also work with SCC's Corps Director, LV Director, and Western Region Grant Manager to develop additional fee for service, grant and foundational funding to support an expanded youth program and to sustain existing programs.

The position is approximately 80% office-based and 20% field based, with field visits that may include overnight stays. Crew Leader Training season, April-May, requires a strong and consistent field presence from the YPM. The YPM must be available for emergency trips to the field. The Youth Program Manager reports to the LV Director.

Outcomes & Functions of Position:

Program Staff Supervision and Hiring

- Recruit, interview, hire and evaluate all crew leaders and youth programs staff. Manage all hiring paperwork, including contracts, AmeriCorps Enrollment; database management; selection paperwork.
- Develop and implement a Crew Leader Recruiting strategy for the Los Valles programs in coordination with other SCC staff.

- Supervise, support and mentor 6-12 crew leaders each year. Provide seasonal formal evaluations to each leader.
- Mentor field and program staff and provide technical expertise, guidance, emotional and programmatic support and identify positive working solutions to crew management issues for crew leaders. Debrief crew leaders after each hitch.
- Supervise, mentor and evaluate a FTE Youth Program Coordinator.
- Manage and coordinate visits with Mental Health Consultant.

Corpsmember Recruitment and Support

- Oversee a Corps member recruitment strategy for Los Valles youth program, building connections and relationships with schools, non-profits and local community organizations
- Oversee recruitment, interviewing and selection 60+ crew members each year.
- Oversee and help provide onboarding support to crew members and communicate with the families of youth participants through frequent communication and parents' nights.
- Develop and oversee a crew member orientation at the beginning of each season.
- Manage serious incidents and maintain communications with appropriate parties.

Program Management and Administration

- Ensure member safety by developing and implementing an appropriate risk management strategy for High School Day and Camping Crews.
- Develop youth program sessions and schedules that meet the need of the various local communities served.
- Oversee and complete project agreements/task orders, database, pre-site visits, project scheduling, evaluation systems, and project specifications.
- Manage youth programs project schedule to ensure that all partner specific needs are being met.
- Ensure partner satisfaction through regular communication and collection of project evaluations.
- Collect, manage, and disperse program paperwork. Verify accuracy of all paperwork for field staff and members (timesheets, project accomplishment summaries, etc.).
- Implement, monitor and enforce all Conservation Legacy/SCC Policies and Procedures.
- Manage program expenditures while maintaining safety and quality.
- Manage crew leader credit card reconciliation, ensuring appropriate spending and accountability.
- Create project reports and annual program evaluations as needed.
- Work with Conservation Legacy staff to ensure program is compliant with funder and administrative requirements.
- Assist in the development and management of local community partner agreements and approving invoices.

Field Support

- Conduct project site visits and finalize Project Specs; provide technical assistance to key partners as needed to ensure project specs are complete and appropriate for crews.
- Provide technical (related to trails and chainsaw) and programmatic assistance to crews in the field as needed.
- Maintain regular communication with Crew Leaders, including but not limited to debriefs on de-rig day, and responding to crew emergency situations
- Coordinate regular field visits with program staff as needed.

- Participate in a rotating weekly on-call system for crews in the field.
- Coordinate the efforts of program staff to ensure proper field support to crews.

Staff Development & Training

- Design, coordinate and implement in-house training of crew leaders and program participants.
- Identify and coordinate appropriate external trainings, as needed.

Partnership Development and Retention

- Lead with new partner development as needed, with the support of the LV Director and SCC Corps Director.
- In coordination with the LV Director and Central Communications Team develop and manage a local Youth Programs PR strategy to maintain visibility of programs in community and strong reputation among all stakeholders.
- Take a leadership role within the regional community, proactively managing and developing community relations, partnerships, projects and funding.
- Develop and maintain project partner relationships with an aim toward sustainability and leveraging to new project opportunities.
- Present and request funding at County Commissioner Meetings
- Engage in project related community collaboration and shared resourcing.
- Collaborate with other Conservation Corps staff to create long-term relationships through sustainable funding opportunities.

Program Development and Sustainability

- Enhance quality of existing programs by suggesting programmatic changes to LV Director and SCC Program Operations Group as warranted.
- Work with SCC Youth Programs Group to improve program evaluation with the goal of developing more robust programmatic outcomes and associated funding.
- Lead the development of new youth programs that fulfill SCC's mission.
- Grant identification, coordination, development, writing, and reporting in support of existing and emerging youth program models and staff capacity, supported by Western Region Grants Manager and LV Director.
- Work with Conservation Legacy staff to ensure high quality youth programming that follows labor laws, ensure policies are in place and appropriate staff trainings.

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.

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.
- Minimum of 2 years of experience in youth development or corps field.
- Experience with influencing diverse groups of employees to achieve common goals.
- Ability to successfully 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.
- Ability to keep others, in remote locations, accountable to expectations.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Valid Driver's License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization's criminal history check requirements.
- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.

Preferred Qualifications:

- Bilingual English/Spanish speaking
- Bachelor's Degree in related field or 5 years of directly related experience.
- Relevant medical certification (i.e. WFR, WFA, and/or OEC) AND demonstrated good judgment and problem solving in emergency situations required.
- Grant writing, management, and reporting experience.

To Apply:

1. Email Cover letter and resume to Anna Hendricks at ahendricks@conservationlegacy.org
2. Subject line of email includes "Applicant_(Your Name)_(Name of position)"
3. 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.*

Application review to begin October 21, 2022. December or January start 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.