

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: Program Coordinator **Date:** 11/19/2021

Reports to: Program Director

Starting Salary: Grade B, \$17.10 – \$20.67, DOE

Location: *Salida Colorado*

Status: *Full-Time, 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:

Southwest Conservation Corps Los Valles is located on Southern Ute land, in Salida Colorado. The Program Coordinator's primary responsibilities are to: foster a healthy and inclusive culture within SCC LV Adult Programs, recruit and hire corps members for all adult camping crews including affinity, non-affinity, and Veterans Fire Corps crews; participate in planning and execution of crew leader and member trainings; coordinate communication between the field and the office in addition to supporting and mentoring all field staff, (including seasonal Field Supervisors and Crew Leaders); ensure crews are both supported and prepared to maintain safety, program integrity, and quality projects in the field. The Program Coordinator may also assist the Program Director to recruit, hire, and train seasonal crew leaders, field supervisors, and contract instructors. Program Coordinator is responsible for administrative tasks pertaining to AmeriCorps compliance, including onboarding and exit paperwork and evaluations. Both office and field operations are required by this position and a flexible schedule is a must!

Essential Responsibilities and Functions:

Category I

- Promote justice, embody equity, ensure inclusion, and embrace diversity (justice, equity, inclusion, and diversity) within the corps. This includes but is not limited to:
- Lead and participate in Land Acknowledgements that recognize Indigenous communities who have historically and continue to steward the Los Valles region.
- Employ a restorative justice approach to disciplinary incidents
- Facilitate and engage in trainings that include a complex understanding of public lands, land rights, and land management.
- Employ a trauma-informed approach to community building and interpersonal conflict

- Be accountable to ensuring the SCC Los Valles community centers the experiences of members of historically marginalized populations, including Black, Indigenous, Queer, Trans and Women of Color (QTBIPOC) and young adults with systems-involvement.
- Foster 21st century work skills in corps members, leaders, and peer-staff, i.e.: collaboration & teamwork, creativity & imagination, critical thinking, problem-solving, flexibility & adaptability
- Model strong communication and conflict transformation skills
- Mentor Crew leaders, Crew Leader in Development (CLDP), and members in their growth in leadership, community-building, facilitation, and supervisor skills.

Category II

- Work as part of an SCC recruiting and member development team to develop and implement crew member recruiting strategies and trainings
- Establish and maintain database of all recruiting contacts
- Coordinate recruiting visits to schools, community partners, etc.
- Coordinate and complete interviewing, selection, & placement of 80-100 Corps Members annually
- Facilitate and manage the submission of all corps member hiring, program and AmeriCorps paperwork

Category III

- Field staff mentorship – provide technical expertise in trail maintenance and saw work, guidance, and emotional support to crews in the field. Identify positive working solutions to crew management issues for crew 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
- Assist with post-hitch check-ins with crew leaders
- Enforce all SCC and CL Policies and Procedures
- Comfortability & flexibility with an ever-shifting work schedule
- Respond to crew emergency situations
- Participate in an on-call system for crews in the field
- Assist the program staff to develop and implement training including technical trails, chainsaw, leadership and facilitation skills
- Being a role model and mentor - providing encouragement, guidelines, and supervision to crew leaders throughout an 8-week training period and the field season
- Develop and maintain partnerships with community and project partners

Category IV

- Management 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, recruiting notes, and field/yard inventories
- Work within an established program budget; manage credit cards, receipts, and financial reporting
- Assist Program Director and Regional Director with end of year reporting
- Work closely with administrative staff to ensure compliance of paperwork tasks and AmeriCorps requirements
- Short blurbs of position's responsibilities, tasks, expectations.

Category V

- Field staff mentorship – provide technical expertise, guidance and emotional support to crews in the field. Identify positive working solutions to crew management issues for crew 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
- Assist with post-hitch check-ins with crew leaders
- Enforce all SCC and CL Policies and Procedures
- Comfortability & flexibility with an ever-shifting work schedule
- Respond to crew emergency situations
- Participate in an on-call system for crews in the field
- Assist the program staff to develop and implement training including technical trails, chainsaw, leadership and facilitation skills
- Being a role model and mentor - providing encouragement, guidelines, and supervision to crew leaders throughout an 8-week training period and the field season
- Develop and maintain partnerships with community and project partners

Other Duties

- Successfully engage, lead and support an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Lead and/or participate in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Report 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 2 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.
- Valid Driver's License and Insurable Driving Record
- Must be able to pass the organization's criminal history check requirements.
- Experience leading Conservation Legacy programs, members or administrative systems.
- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.

Preferred Qualifications:

- 3 years of related experience.
- Other preferences or technical skills, such as chainsaw experience.
- Experience working with youth and young adults with systems-involvement

To Apply: Send Cover letter and resume to Thérèse d'Auria Ryley tryley@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.