

Staff Position Description

Title: Program Director

Starting Salary Range: The starting salary range for this position will be in the \$71,900 To \$74,057 range, depending on experience, education, and skills relevant to the position. Please note that the indicated starting salary range describes the range for an incumbent in this position. Most new staff generally start at the beginning of the range percentile to ensure internal salary equity.

Location: (Flagstaff, Arizona) Partially Remote Eligible.

Status: Full-Time, Exempt

Benefit Eligible: Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off

Reports to: Senior Program Director

Posting Period: Please apply before June 30th, 2024.

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.

Position Summary:

The Program Director is responsible for the operations of AZCC's crew programs operating out of the Flagstaff office. Most of the PD's time will be focused on ensuring that our crew programs operate safely, efficiently, effectively and with the greatest positive impact possible for our participants and partners. This position will be responsible for supervising a team of staff who work to support our crews and projects. Duties include ensuring compliance with all Conservation Legacy policies, safe crew operations, successful completion of work projects, quality customer service to project partners, and an impactful experience for all participants. The Program Director will be responsible for the successful recruiting, selecting, hiring, and supporting of the crew operations staff and leaders operating out of their office, and ensuring that consistent and high-quality work is completed by all AZCC crews. The Program Director must develop and maintain a good working relationship with staff, major funding sources, community representatives, project partners, Corps members, and Crew Leaders. The position has recurring contact with vulnerable populations.

Outcomes & Functions of Position:

Programmatic and Management Responsibilities:

- Direct, plan and oversee the implementation of all aspects of AZCC crew programming of assigned office.
- Assist Corps Director in maintaining a strong working relationship with a diverse array of land managers and partners.
- Schedule crew projects.
- Conduct site visits for new crew projects.

- Ensure compliance with all Conservation Legacy and AZCC field policies and procedures; ensure risk management practices are effective and observed.
- Provide a leadership presence at statewide team meetings and working groups.
- Represent AZCC at all required meetings.
- Serve as part of the AZCC Management Team, which creates and manages budgets, develops, and analyzes new markets, and works to steer the strategy, vision, and operations of the organization.
- Participate in planning for growth and management, such as reorganization plans, staffing patterns, strategic plans, development plans, etc.
- Co-manage our on-call systems and support on call staff as needs arise or on high threshold incidents.
- Work with the Corps Director and program staff to coordinate distribution of projects and maintain an up-to-date comprehensive project calendar.
- Ensure all field crews receive resources and support needed to be successful.
- Manage and monitor program and organization tracking and reporting systems.
- Review, analyze and evaluate program data.
- 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.
- Represent AZCC at industry conferences, community events, and other events.
- Foster a collaborative approach to organization-wide program delivery.
- Communicate clearly and professionally with Conservation Legacy staff and supervisors.

Supervisory Responsibilities:

- Supervise, mentor and support Program Coordinators, Logistics Coordinator, Recruitment Coordinator, and Enrollment Coordinator.
- Guide crew conflict resolution and restorative justice practices as per the Field Operations Manual for Field staff and Crews.
- Facilitate regular operations team meetings.
- Lead the hiring, management, and evaluation of Coordinators, Field Technicians and Crew Leaders.
- Orient, train, and support the Coordinators, Field Technicians and Crew Leaders.
- Promote a supportive, efficient, and effective working environment between the staff located at AZCC local offices.
- Manage and conduct check-ins with supervised staff on a weekly or bi-weekly basis.
- Co-manage the AZCC on-call systems and support on call staff as needs arise, or on high threshold incidents.
- Leads and supports Coordinators in organizing crew graduations.

Administrative Responsibilities:

- Work closely with all administrative and enrollment staff in a supportive, collaborative, and collegial manner.
- Work with administrative and enrollment staff to ensure HR paperwork for supervised staff and crew members is completed in a timely manner.
- Work with administrative staff to ensure timecards and payroll is submitted in a timely manner.
- Coordinate with the administrative, recruitment, and enrollment team to ensure that all on-boarding and AmeriCorps paperwork is processed in a timely manner.

- Manage and approve supervised staff Credit Card reconciliation by monthly due dates. Ensure that all receipts are uploaded, and help staff recover lost receipts as needed.
- Work closely with all administrative staff to ensure that workers compensation and member suspension forms are completed, submitted, and communicated in a timely manner.

Logistics Responsibilities:

- Co- manage and implement OSHA and Labor Law compliance for office and field crews.
- Co- manage budget assigned by Corps Director on crew purchasing, fleet management, and facilities across the region and in cooperation AZCC Directors.
- Co- manage logistics guide.
- Co- manage the Enterprise and fleet management systems per office and statewide operations.
- Supervise and work closely with Logistics and Program Coordinators and field staff to ensure crews have the supplies, equipment, and resources they need to be successful.
- Assign light duty tasks as needed.

Training Responsibilities:

- Work closely with all AZCC staff to facilitate the development and implementation of all crew orientations and a wide variety of in-house trainings such as, but not limited to: leadership, team building, chainsaw and crosscut operations, pesticide application, trail work, defensive driving, Wilderness First Aid, and Leave No Trace, and AmeriCorps orientation.
- Co- coordinate trainings across all AZCC office locations, focusing on aligning like trainings and simplifying schedules.
- Develop and implement training schedules.
- Facilitate and manage pre training meetings with program staff.
- Manage and assign training duties and tasks for field trainings.
- Coordinate ongoing vigorous evaluations of orientations and trainings based on feedback and develop plans for improvement.
- Ensure year-round AZCC staff are appropriately credentialed to deliver those trainings deemed necessary or most effective to be done in-house.
- Coordinate and communicate clearly and effectively with contracted trainers.
- Work with the Corps Director to develop and ensure the enforcement of program and risk management policies.

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:

- Ability to successfully work in a fluid, changing work environment.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization's criminal history check requirements.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Experience with influencing diverse groups of employees to achieve common goals.
- The ability to carry out assigned work independently or with minimal supervision.
- The ability to communicate effectively, manage complexity, cultivate innovation, and drive and influence results.
- Ability to work well with others and to seek assistance when needed to carry out assignments.
- Three or more years of year-round supervisory experience in a conservation corps or youth development setting.
- Ability to keep others and oneself accountable to expectations in remote locations.
- Technical competence and experience in dry stone masonry, full bench trail construction, trail maintenance, fence construction and maintenance, crosscut saw operation and maintenance, and chainsaw operations and maintenance.
- Demonstrated ability to mentor young adults working in remote outdoors settings performing arduous physical labor.
- Current Wilderness First Responder. If not current, willingness to work to obtain certification.
- Current B or C cert on Chainsaw and Crosscut saw. If not current, willingness to work to obtain certification.
- Current Arizona Pesticide Applicators License. If not current, willingness to work to obtain certification.

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 James Pitts at james@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. This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Where a significant portion of the population eligible to be served needs services or information in a language other than English, the recipient shall take reasonable steps to provide written material of the type ordinarily available to the public in appropriate languages.

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.