

# Staff Position Description

**Title:** Adult Program Manager

**Starting Salary Range:** 21.33 – 24.72 DOE

**Location:** Salida, CO

**Status:** Full-Time, Exempt

**Benefit Eligible:** Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off **or Not per Personnel Policies**

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

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

## 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 Adult Programs Manager (PM) is responsible for the execution and overall quality of all crew-based adult programs run out of SCC's Los Valles (Salida, CO) office. The PM is the primary manager of the programmatic and administrative functions of adult program, including affinity-based models such as the Leaders of Color Corps, Women's+ Fire Corps and the Veteran's Fire Corps. The PM also oversees operational support of adult crews, makes logistical requests to the LV Logistics Manager for adult programs, supervises the Adult Program Coordinator and seasonal crew leaders, providing support to adult crews in the field, and maintains timely and effective communication with project partners. 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 PM. The PM must be available for emergency trips to the field. The Adult Program Manager reports to the SCC Los Valles Program Director.

## Outcomes & Functions of Position:

### Program Supervision and Functions:

- Supervise and Support the Interview process, hiring and evaluation of all crew leaders and other field staff. Manage all hiring paperwork, including contracts
- Assist Director with hiring of Program Coordinators and Field Supervisors of the adult programs
- Supervise and mentor all Four Corners Adult programs staff as needed including Program Coordinator(s), Field Supervisors, Crew Leaders, CLDPs and VISTAs as directed by the RD
- Manage and participate in crew leader debriefs after each hitch

### **Field Support and Training**

- Design, coordinate, and implement in-house training of crew leaders and program participants
- Maintain a B-Level Saw Certification to lead or assist in Yearly Saw trainings for Crew leaders, Adult Crews, and VFC Crews.
- Maintain a Wilderness First Aid/Responder Instructor Certification to provide WFA/WFR trainings in house.
- 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 our work being accomplished) 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
- Coordinate regular field visits with program staff as needed
- Participate in a rotating weekly on-call system for crews in the field
- Collaborate with other program staff to ensure proper resources are provided to crews in the field
- Assist in the design, coordination, and implementation of in-house training of crew leaders and program participants
- Identify and coordinate appropriate external trainings, as needed

### **Program Administration**

- Implement and evaluate effective recruitment strategy for crew leaders and crew members
- Ensure member safety and implement appropriate risk management for a wide variety of programs, primarily focused on Adult Camping Crews including affinity crews such as the Leaders of Color and Women's+ crews, Veterans Fire Corps Crews, Disaster Relief Crews
- Collect, manage, and disperse program paperwork from crew leaders. Verify accuracy of all paperwork (timesheets, project accomplishment summaries, etc.)
- Communicate with Partners to develop project specifications and prepare all necessary documentation in the database prior to and at the conclusion of project work
- Participate in Risk Management team meetings and other management team meetings as needed, track incidents and generate reports
- Review incidents, workers comp claims and process accordingly as per Conservation Legacy protocols
- Implement, monitor, and enforce all SCC Policies and Procedures
- Ensure that programs maintain high retention and that work agreements are being met
- Ensure partner satisfaction through regular communication and collection of Project Evaluations
- Manage and monitor training budget lines and ensure adult programs spend responsibly and within allocated amounts each year, advocating up if more funding is needed to support program safety, quality and/or integrity
- Create project reports and annual program evaluations as needed
- Ensure program staff and crew leader compliance with credit card reconciliations

Updated Month/Year

Staff Name

- Assist Program Director to ensure responsible spending and financial reporting by program staff

**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.
- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.
- 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.
- 3-5 years of related experience.
- B-faller in S-212 or ability to acquire within 6 months of hiring
- B-bucker in Crosscut or ability to acquire within 6 months of hiring
- S-130/190
- Certified in Wilderness First Responder or ability to acquire within 6 months of hiring
- Wilderness First Aid/CPR Instructor Certificate or ability to acquire within 6 months of hiring

**Other Competencies Desired for this Position’s Success:** Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns.

Updated Month/Year  
Staff Name

**To Apply:**

1. Send Cover letter and resume to SCCLV Program Director Therese d’Auria Ryley at [tryley@conservationlegacy.org](mailto:tryley@conservationlegacy.org). Priority given to applicants who apply prior to Jan 4, 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.*

*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.*

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