

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: Los Valles Youth Program Coordinator

Start Date: December 2024

Reports to: Los Valles Youth Program Manager

Location: SCC Los Valles – Salida, CO or Alamosa, CO

Starting Salary: 22.93 - 23.61 DOE

Status: Full time, Non-Exempt

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

Southwest Conservation Corps:

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).

This position is an opportunity to make a difference in young peoples' lives and directly impact communities of southwest Colorado. SCC's youth program serves approximately 100 local youth ages 14-18 a year and completes a variety of conservation-based projects across the region. The SCC Los Valles office runs two 5-week sessions in the summer of both camping and day crews. Crews run M-F and each Friday is an education day for most crews.

Position Summary:

The Youth Program Coordinator's primary responsibilities are to: recruit and select High School Corps Members and assist with recruitment for Crew Leaders for all youth crews; Participate in the planning and execution of Crew Leader and Member trainings; Coordinate communication between the field and the office; Using a trauma-informed approach, support and mentor all field staff, including seasonal Field Supervisors, Crew Leaders and Members; Ensure crews are both supported and prepared to maintain safety, program integrity, and quality projects in the field. Office space is available in Salida and Alamosa – both office and field operations throughout the San Luis Valley are required by this position and a flexible schedule is a must!

Responsibilities:

Recruiting, Interviewing and Selection of Corps Members and Leaders

- Recruit local youth, maintain and establish relationships with schools and community partners
- Implement and update Crew Member recruitment strategy for LV region, building connections and relationships with schools, non-profits and local community organizations
- Develop and deliver engaging presentations for in-person and virtual recruitment events at LV area schools
- Establish and maintain a database of recruitment contacts
- Coordinate and complete interviewing, selection, & placement of 50-70 High School Crew Members annually
- Assist with Crew Leader and CLDP interviewing and hiring in collaboration with the Youth Program Manager
- Facilitate and manage the submission of all Crew Member hiring, program, and AmeriCorps paperwork, paying close attention to detail in an office setting
- Support Parent's Night informational events in youth program counties; prep Crew Leaders and CLDPs to facilitate introductions and communicate SCC expectations and policies to parents and participants

Program Oversight & Field Support:

- Field staff mentorship – provide technical expertise, guidance and emotional support to Crew Leaders and Members in the field; identify positive working solutions to crew management issues for Crew Leaders
- Support 6 – 12 Crew Leaders per year, maintain regular communication with Crew Leaders, including, but not limited to, assisting with debriefs on de-rig day and responding to crew emergency situations
- Conduct regular field visits to assess the status of crews and project work as well as to foster positive relationships with Crew Leaders, Members, and project partners
- Ensure project quality on all projects through ongoing training and technical assistance
- Assist Youth Program Manager with project site visits and finalizing Project Specs as needed; provide technical assistance to key partners as needed to ensure project specs are complete and appropriate for crews
- Model risk management procedures in the field to create a safe working environment
- Attend and supervise youth program education days, coordinating with Crew Leaders and individuals/organizations providing educational services
- Oversee weekly derigs of youth crews in Alamosa; conduct check-ins, assist with derig tasks as needed, and ensure availability of supplies at trailer
- Facilitate post-hitch weekly check-ins and hold Crew Leaders accountable to organization standards
- Enforce all SCC Policies and Procedures
- Participate in an on-call system for crews in the field

Development & Training:

- Collaborate with program staff to develop and implement training including technical trails, chainsaw, leadership, and facilitation skills throughout the year
- Collaborate with the FC/LV Youth Programs Team to implement best practices for working with youth (such as Positive Youth Development, Trauma-Informed Care), and engage in big-picture program discussions
- Be a role model and mentor - provide encouragement, guidelines, and supervision to Crew Leaders throughout the 8-week training period and continuing into the field season
- Develop and maintain partnerships with community and project partners
- Assist in developing new youth programming and improving current programming by utilizing feedback collected from the participants and leaders

Program and General Administration:

- Collect, manage, and disperse program paperwork; verify accuracy of all paperwork for Field Staff and Crew Members (timesheets, project accomplishment summaries, etc.)
- Work closely with Administrative Staff to ensure compliance of paperwork tasks and AmeriCorps requirements for Crew Leaders and Crew Members
- Manage 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
- Utilize photos, videos, and fieldnotes to create promotional content for LV youth program, including informational fliers, recruitment presentations, and social media posts
- Collaborate and maintain communication with other staff, including attending regular staff meetings
- Work within an established program budget; manage credit cards, receipts, and financial reporting
- Assist Program Manager with end of year reporting
- Represent SCC at program level coalition meeting

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.
- Relevant degree or in education, sustainability, or another related field, or 2 years of related experience.
- Experience in trail work, campground maintenance, habitat restoration, and/or forestry
- 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
- Preferred experience working with youth in the San Luis Valley and Upper Arkansas River Valley
- Preferred leadership experience with a Conservation Legacy corps program or another conservation corps
- Preferred experience with Trauma Informed Care, Positive Youth Development, and Restorative Justice Practices

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

Physical Requirements:

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions, this position is required to sit, stand, walk, speak, and hear. This position *may* be required to climb, balance, stoop, kneel, crouch, or crawl on an infrequent basis. They must be able to operate office equipment, telephone, and computer. The ability to drive an organizational vehicle is also required. **Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.**

To Apply:

1. Send Cover letter and resume to Pamela Cisneros at pcisneros@conservationlegacy.org by October 5, 2023.
2. Cover Letter Must Include:

Subject line includes "Applicant_Youth Coordinator_(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, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law.