

# Staff Position Description

**Title:** SCC Individual Placement Program Director

**Starting Salary Range:** starting salary \$23.51 - \$24.22 DOE

**Location: options:** Durango, CO; Salida, CO, or Remote Eligible (with remote preference for office within SCC's service area in southern Colorado/northern New Mexico)

**Status:** Full-Time, Non-Exempt

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

**Reports to:** Southwest Conservation Corps, Corps 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 Individual Placement Program Director (IPPD) is responsible for the execution and overall quality of the Individual Placement program. The IPPD will be responsible for the effective and efficient management of individual placement and intern cohort programs within SCC's Four Corners and Los Valles regions. The IPPD will be the primary manager of the programmatic and administrative functions of the IP program, including but not limited to managing the procedures and systems for all administrative and programmatic needs and supporting approximately 50+ AmeriCorps IP members per year within the geographic region served by SCC. The IPPD is also responsible for developing programmatic best practices for SCC to add value to its IP programming, outside and in addition to the mentorship offered by agency partner IP mentors. Additionally, the IPPD will work with partners to actively develop IP terms and cohorts with SCC. The IPPD is responsible for the direct supervision of the IP Program Coordinator and collaboration with other Conservation Legacy staff on admissions processes, member tracking, and other areas of administrative support. The IP Program Director reports to the SCC Corps Director but works closely with the Four Corners (FC) and Los Valles (LV) Directors in the Durango & Salida based SCC offices, respectively. SCC is strongly committed to Diversity, Equity, and Inclusion (DEI) initiatives within its programs.

## Outcomes & Functions of Position:

### Partner Support and Position Development

- Work with SCC Directors, and partners directly, to manage and support current partner sites and site supervisors for all IP programs.
- Work with 25+ agency partners to manage and support current sites and supervisors for all IP terms.

- Orient and train new IP Program Site Supervisors.
- Collaborate with host agency sites to develop position descriptions.
- Engage in partner outreach to develop additional IP opportunities for SCC, traveling to meet with partners in person in coordination with SCC FC and LV Directors.
- Develop and/or review agreements and financial plans to support new individual placements, creating and serving as the main contact on nonfederal agreements, with review and approval from SCC Directors.

### **Program Support and Administration**

- Manage annual operating budget for SCC IP programming
- Develop, oversee, and implement effective and efficient administrative systems for recruitment, enrollment, evaluation, exiting, reporting, and marketing.
- Collect and compile information for Americorps, federal agencies, and other reporting needs, as well as prepare reports according to our agreement timelines.
- Prepare and verify annual IP budget projections with Corps Director, maintain updates and communicate changes on a regular basis.
- Implement SCC DEI initiatives in IP program, making strong commitments to outreach to a diverse group of applicants while creating a more inclusive IP program within SCC.
- Oversee development of general SCC IP social media material and ensure updates to SCC's IP Program web page in coordination and collaboration with SCC's Recruitment, Outreach, and Communications Manager.
- Collect and compile information for reports and internal/external news and reports.
- Communicate regularly with the IP Program Coordinator as well as the Conservation Legacy IP Leadership Team to determine the effectiveness of administrative systems and processes and make changes as necessary for continuous improvement.
- Oversee the ongoing support for all members including the development and implementation of orientation, training, and member development opportunities.
- Work closely with other staff to identify areas of additional support needed and meet needs as applicable.
- Ability to be flexible and work on diverse projects as the work needs change.
- Ensure the enforcement of program and risk management policies.
- Collect and manage tracking of receipts, expenses, reimbursements, and other basic budgetary needs. Ensure IP expenditures do not exceed allocated amounts per agreement.
- (I re-worded this and included it above. Complete Project Partner and Agency driven reports on a quarterly and annual basis in coordination with Conservation Legacy Western Region staff.
- Collaborate with SCC Recruitment Outreach and Communications Manager and other program support staff to help develop and implement recruitment strategy.
- Implement, monitor, and enforce all SCC Policies and Procedures.
- Coordinate IP vehicle needs with SCC logistic staff.
- Oversee and manage the credit card request, training, and approval process for members including monitoring individual agreement budgets for members and monthly reconciliation processes.

### **Participant or Member Management**

Updated September 2022  
Kevin Heiner

- Develop AmeriCorps positions with many different project partners.
- Recruit and market for 50+ unique positions.
- Oversee and support the IP Program Coordinator through the selection and placing of IP members across the state based on partner interest and funding availability.
- Ensure that all open positions are filled in a reasonable amount of time.
- Oversee and support the IP Program Coordinator with the collection, compilation, and processing of all required intake and enrollment materials.
- Manage online systems that are necessary for successful program operations.
- Help support and improve systems for member selection and admissions processing.
- Coordinate timesheet and payroll processes for all members and provide appropriate information to Conservation Legacy business office as needed.
- Manage AmeriCorps slot allocations and changes as they happen.
- Ensure AmeriCorps compliance is fully implemented throughout the IP Program
- Compile and complete AmeriCorps report requirements in coordination with Conservation Legacy AmeriCorps Program Staff

### **Program Development**

- Enhance the quality of existing programs by suggesting programmatic changes and/or the development of new IP opportunities to SCC Directors and project partners.
- Ensure current project partner satisfaction and give responsive customer service, focused on retaining partners by maintaining positive partner relationships.
- Assist with the development of new programs that fulfill SCC's mission
- Assist with new partner development as needed.
- Participate in Conservation Legacy's IP Leadership meetings to strengthen IP Programs, address Conservation Legacy wide IP concerns, refine and develop policies, and collaborate on other IP related items.

### **General Administration**

- Oversee workers compensation cases within the IP Program and assist with state tax identification concerns as needed
- Participate in weekly staff meetings and support staff as appropriate.
- Participate in weekly statewide, regional, and development staff meetings and support other staff as appropriate.
- Serve as an on-call resource for IP and Field Crew risk management system.
- Coordinate across Conservation Legacy's Individual Placement programs for systems development.
- Lead or participate in organizational-wide intern efforts to develop support of other Conservation Legacy intern program.

### **Supervisory Responsibilities**

- Supervise and develop the SCC IP Program staff, such as Program Coordinators.
- Participate in the hiring, management, and evaluation of SCC IP Program staff.
- Recruit, orient, train, and support the SCC IP Program staff.
- Provide ongoing feedback, coaching and evaluation for SCC IP Program staff.

- Provide administrative, logistical, and mentoring support to SCC IP Program staff.

#### **Other Duties**

- 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.

#### **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.
- Minimum of 2 years of experience in youth development or corps field and managing administrative systems in non-profit or similar organizations.
- 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.
- Must be able to pass the organization's criminal history background check requirements.
- Experience leading Conservation Legacy programs, members or administrative systems.
- Outstanding organizational and time management skills, and ability to prioritize.

**Preferred Qualifications:**

- Bachelor's Degree preferred or 4 years of related experience.
- Current Wilderness First Responder certification, or willingness to obtain
- Experience with human resources management and admissions/hiring processes.
- Positive, entrepreneurial attitude and attentiveness to detail are both a definite plus.
- Prior supervisory and management experience favored.

**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 Kevin at [kevin@conservationlegacy.org](mailto:kevin@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. Start date preference in November or December 2022.**

*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.*