



**Title: Program Director**

**Date:** February 6, 2020

**Reports to:** Operations Director

**Salary:** Grade C (\$40-\$50k DOE)

**Location:** Flagstaff or Tucson, AZ

**Status:** Full Time, Exempt, Regular

**Benefit Eligible:** Full

**Summary:**

The Program Director (PD) is responsible for the operations of AZCC's and CCNM's crew programs. The majority of the PD's time will be focused on ensuring that our crew programs operate efficiently, effectively and with the greatest positive impact possible for our participants and partners. This person will be responsible for supervising a team of Program Managers in each of our offices who work to support our field staff, crews, and projects.

Duties include ensuring compliance with all Conservation Legacy policies, safe crew operations, successful completion of work projects, satisfied project partners, and an impactful experience for all participants. The Program Director will supervise staff based in locations across the state and with this team must ensure consistent and high quality work is completed by all AZCC and CCNM crews. The Program Director must develop and maintain a good working relationship with staff, major funding sources, community representatives, project partners, Corpsmembers, and Crew Leaders. The position has recurring access to vulnerable populations.

**Arizona Conservation Corps (AZCC)**

Arizona Conservation Corps (AZCC) operates conservation service programs across Arizona that empower individuals to positively impact their lives, their communities and the environment. AZCC has operational bases in Tucson, Flagstaff, and Pinetop. AZCC, a program of Conservation Legacy, aims to continue the legacy of the Civilian Conservation Corps of the 1930s. AZCC is focused on connecting youth, young adults and recent era military veterans with conservation service work projects on public lands. AZCC additionally provides operational support to Conservation Corps New Mexico, based in Las Cruces, NM.

**Essential Responsibilities and Functions:**

**Programmatic Responsibilities:**

- Plan and oversee the implementation of all AZCC and CCNM crew programming
- Work with AZCC/CCNM Leadership Team and program staff to coordinate distribution of projects and maintain an up-to-date comprehensive project calendar
- Ensure specialized field crews, ex. Veterans and Ancestral Lands, receive resources and support needed to be successful
- Implement, maintain, and refine program policies and procedures
- Implement and monitor program tracking and reporting systems
- Review, analyze, evaluate, and report on project data
- Implement and monitor member and program evaluation process
- 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 and CCNM at industry conferences, community events, and other events
- Foster a collaborative approach to state-wide program delivery

#### **Management Responsibilities:**

- Ensure compliance with all Conservation Legacy and AZCC/CCNM field policies and procedures; ensure risk management practices are effective and observed
- Convene and facilitate regular Operations Team meetings
- Serve on the Program Ops Committee of Conservation Legacy
- Participate on other committees as assigned
- In coordination with the AZCC/CCNM Leadership Team develop and manage crew program budgets
- In participation with the AZCC/CCNM Leadership Team assist with development and analysis of new markets
- Participate in planning for growth and management, such as reorganization plans, staffing patterns, strategic plans, development and implementation
- Manage our on call systems and support on call staff as needs arise or on high threshold incidents

#### **Supervisory Responsibilities:**

- Recruit, hire, train, and supervise each of our Program Managers
- Participate in the hiring, training, management, and evaluation of program staff
- Promote an efficient, collaborative, and effective working relationship among staff at each of our offices
- Provide ongoing feedback, coaching, and evaluation for program staff
- Work with the Corps Director, Operations Director, and program staff to address issues of discipline
- Provide administrative, logistical, and counseling support to program staff

#### **Training Responsibilities**

- Coordinate plans for training among each of our offices, working closely with Program Managers and other local staff
- Ensure ongoing training and skills development for our program staff
- Maintain some presence at leader trainings, orientations, and skills trainings to ensure quality and consistency

#### **Administrative Responsibilities:**

- Ensure crew programs comply with Conservation Legacy and AZCC protocols and policies
- Work closely with all administrative staff in a supportive, collaborative and collegial manner
- Support direct reports and promote an effective and efficient working environment
- Perform office administration duties such as phone calls, mailing, filing, etc

#### **Physical Requirements:**

Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the Program Director is required to sit, stand, walk, speak and hear. The Program Director may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment,

telephone, and computer and reach with hands and arms. The Program Director may be required to lift up to 50 pounds unassisted. 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.

**Minimum Qualifications:**

- Minimum of three years' experience in a year-round supervisory or management position with a conservation corps program or youth serving organization
- Flexible, adaptable and capable of working in a fluid, changing environment
- Proficiency in computer technology, including databases
- Valid driver's license, insurable driving record and acceptable criminal history check

**Preferred Qualifications:**

- Bachelor's Degree (BA/BS) from four-year college or university
- Outstanding organizational and time management skills, and ability to prioritize
- Excellent task management skills
- Technical conservation skills including B or C Faller certifications with chainsaws and crosscut saws; trail layout, design, construction, and maintenance; dry stone masonry; rigging; fence construction and maintenance; project estimation, implementation, and management; small engine and hand tool maintenance and repair; Wilderness First Responder and WFA Instructor
- Excellent communication skills including verbal, written, and presentation
- Adept at building relationships and rapport with partners both internally and externally
- Self-motivated, decisive and able to work independently

**To Apply:** Send cover letter, resume, and references to Emily Storjohann, Administrative Assistant, AZCC: [emily@conservationlegacy.org](mailto:emily@conservationlegacy.org). Position will remain open until filled.