

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: Program Director

Date: July 2021

Reports to: Deputy Director

Starting Salary: Grade C+ (Starting at \$45,000)

Location: Flagstaff, AZ

Status: Full-Time, Exempt

Benefit Eligible: Full per Personnel Policies

Program Summary:

Arizona Conservation Corps (AZCC) operates conservation service programs across Arizona that empower individuals to positively impact their lives, their communities and the environment. AZCC, a program of Conservation Legacy, aims to continue the legacy of the Civilian Conservation Corps of the 1930s and is focused on connecting youth, young adults and recent era military veterans with conservation service work projects on public lands from operating bases in Tucson and Flagstaff.

Position Summary:

The Program Director (PD) is responsible for the operations of AZCC's crew programs operating out of either the Flagstaff or Tucson office. 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 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 members 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, Corpsmembers, and Crew Leaders. The position has recurring access to vulnerable populations.

Essential Responsibilities and Functions:

Programmatic Responsibilities:

- Plan and oversee the implementation of all aspects of AZCC crew programming
- Work with AZCC 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 at industry conferences, community events, and other events
- Foster a collaborative approach to organization-wide program delivery

Management Responsibilities:

- Ensure compliance with all Conservation Legacy and AZCC field policies and procedures; ensure risk management practices are effective and observed
- Convene and facilitate regular Operations Team meetings
- Provide a leadership presence at recruitment team meetings and working groups
- Serve on the Program Ops Committee of Conservation Legacy
- Participate on other committees as assigned
- 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 and implementation
- Co-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 Program Coordinators, Logistics staff and Field Supervisors
- 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 direction and oversight to program staff to recruit and select Corps Members, Assistant Crew Leaders and Crew Leaders, helping to develop strategies, plans, and delegation, ensuring we have a robust pool of qualified applicants and field complete crews whenever possible
- Collaborate with other program staff to address issues of discipline, using our organization's restorative justice approach
- Provide administrative, logistical, and counseling support to program staff

Training Responsibilities

- Design and implement training curricula, strategy, and philosophy
- Convene training committees, delegate and provide support for training plans among each of our offices, working closely with our staff as appropriate
- Ensure ongoing training, and skills development for our program staff
- Ensure staff maintain appropriate certifications (e.g. pesticide applicator, chainsaw certifications, WFR certifications)
- Maintain some presence at leader trainings, orientations, and skills trainings to ensure quality and consistency

Logistics Responsibilities

- Manage budgets, purchasing, fleet, and facilities across the region and in cooperation with staff from other offices
- Working closely with Program Managers and logistics staff, ensure crews have the supplies, equipment, and resources they need to be successful

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
- Review purchases, timesheets, and payroll for staff and members in their region

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 Plan goals.
- Support AZCC and Conservation Legacy programming as assigned.

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.**

Minimum Qualifications:

- Exhibits the ability to effectively work on diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- Minimum of three years of experience in youth development or corps field.
- 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.
- Must be able to pass the organization's criminal history background check requirements.
- Valid driver's license and insurable driving record.

Preferred Qualifications:

- Three or more years of year-round supervisory experience in a conservation corps setting.
- 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

To Apply: Send Cover letter and resume to (Allison Laramée): allison@conservationlegacy.org Subject line in this email must include "Applicant".

Cover Letter must include a response to the following question: ***Provide some examples of your experience working effectively with diverse communities, including those specific to the Black, Indigenous, People of Color community & 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.