

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: Youth Program Coordinator

Date: 3/19/21

Reports to: Program Director

Starting Salary: Salary Grade B, starting salary range \$35,568 - 43,000 and negotiable, DOE

Location: Raleigh, NC

Status: Year Round, Full Time, exempt

Benefit Eligible: Full benefits *per Personnel Policies*

Program Summary:

Conservation Corps North Carolina (CCNC) is a program of Conservation Legacy, a national organization dedicated to supporting locally based conservation service programs. CCNC's mission is to connect youth and young adults to meaningful conservation service work that benefits North Carolina communities. CCNC is an AmeriCorps affiliated organization that engages motivated young adults in preserving, restoring, and improving North Carolina's natural lands. CCNC programs focus on place-based learning, job and work skills, environmental stewardship, civic responsibility, career development, and personal responsibility. Members learn about North Carolina environments, communities, land management agencies and non-profits, and outdoor recreation and natural resource careers. CCNC runs field programs year-round. During peak seasons, six or more Field Crews may need support from Durham based staff at the same time.

This position is an opportunity to make a difference in young peoples' lives and directly impact communities of North Carolina. Youth programming supports communities in Raleigh, Princeville, Old Fort, Mecklenburg County, and more. CCNC's youth program serves approximately 50 local youth ages 14-18 a year and completes a variety of conservation-based projects across the state. Youth crews function as either day crew M-F, or camping crew, and most crews have an educational day included weekly.

Position Summary:

The Program Coordinator's primary responsibilities are to: Recruit and select High School Corps Members and 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. Both office and field operations are required by this position and a flexible schedule is a must!

Essential Responsibilities and Functions:

Recruiting, Interviewing and Selection of Corps Members and Leaders

- Recruit local youth, maintain, and establish relationships with schools and community partners.

- Work as part of an CCNC recruiting and member development team to develop and implement a High School crew member recruiting strategy.
- Establish and maintain a database of all recruiting contacts.
- Coordinate and complete interviewing, selection, & placement of 50-70 High School Corps Members annually.
- Crew Leader and Crew Leader Development Crew interviewing and hiring.
- Facilitate and manage the submission of all corps member hiring, program and AmeriCorps paperwork, paying close attention to detail in an office setting.
- Assist in regional recruitment efforts as needed.

Program Oversight & Field Support

- Field staff mentorship – provide technical expertise, guidance and emotional support to crew leaders and crew members in the field. Identify positive working solutions to crew management issues for crew leaders.
- Ensure project quality on all projects thru ongoing training and technical assistance.
- Model risk management procedures in the field to create a safe working environment.
- Facilitate post-hitch check-ins and hold crew leaders accountable to organization standards.
- Enforce all CCNC Policies and Procedures.
- Respond to crew emergency situations.
- Participate in an on-call system for crews in the field.
- Plan and coordinate with other program staff for operational needs for youth crews.

Development & Training

- Collaborate with program staff to develop and implement training including technical trails, leadership and facilitation skills.
- Collaborate with the other Conservation Legacy Youth Program Staff 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 multi week training period and continuing into the field season.
- Develop and maintain partnerships with community and project partners.

General Administration

- 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
- 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 Director with end of year reporting.

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.

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.
- Demonstrated experience in youth development or corps field.
- 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.
- Familiarity with Microsoft Office programs and applications, or similar platforms.
- Ability to keep those in remote locations accountable to expectations.
- Must be able to pass the organization's criminal history background check requirements.
- Valid driver's license and insurable driving record.
- Experience leading Conservation Legacy programs, members or administrative systems.
- Desire to spend time in the company of youth and young adults; ability to instigate fun!

Preferred Qualifications:

- Leadership experience with Conservation Legacy or other youth conservation corps.
- Demonstrated managerial experience.
- Experience in recruiting and hiring.
- Relevant medical certification (WFR, WEMT, EMT or OEC).
- Relevant bachelor's degree or 4 years of directly related experience.
- Experience with Trauma Informed Care, Positive Youth Development, and Restorative Justice Practices.

To Apply: Send Cover letter and resume to Michael Meredith at mmeredith@conservationlegacy.org
Subject line in this email must include "YCC Program Coordinator".

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 BIPOC 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.