

## CONSERVATION LEGACY

# 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

**Start Date:** Early 2021

**Reports to:** Youth Programs Manager

**Location:** 1 position at SCC Four Corners – Durango, CO and 1 position at SCC Los Valles – Salida, CO

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

**Status:** Year-round, full-time

**Benefit Eligible:** Full benefits *per Personnel Policies*

### **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. Each office runs two 4-5 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 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. Both office and field operations 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
- Develop and implement a Corps member recruitment strategy for Four Corners, building connections and relationships with schools, non-profits and local community organizations. Establish and maintain a database of all recruiting contacts.
- Coordinate and complete interviewing, selection, & placement of 50-70 High School Corps Members annually.
- Assist with Crew Leader and CLDP 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
- Maintain communication with parents throughout season; ensure parents are apprised of situations in the field.
- Implement an effective recruitment strategy for crew leaders and crew members.
- Interview and select crew leaders in collaboration with the Youth Program Managers.

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### 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.
- Supervise 6 – 12 crew leaders per year, providing seasonal formal evaluations to each leader. Maintain regular communication with Crew Leaders, including but not limited to debriefs on de-rig day, and responding to crew emergency situations
- Ensure project quality on all projects thru ongoing training and technical assistance
- Conduct project site visits and finalize Project Specs; 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.
- Facilitate post-hitch check-ins and hold crew leaders accountable to organization standards.
- Enforce all SCC Policies and Procedures.
- Respond to crew emergency situations.
- Participate in an on-call system for crews in the field.
- Assist Logistics Manager with seasonal operations as needed.

### Development & Training

- Collaborate with program staff to develop and implement training including technical trails, leadership and facilitation skills.
- 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 an 8-week training period and continuing into the field season.
- Develop and maintain partnerships with community and project partners.

### Program and General Administration

- Collect, manage, and disperse program paperwork. Verify accuracy of all paperwork for field staff and 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 crew leader credit card reconciliation, ensuring appropriate spending and accountability.
- 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 Manager with end of year reporting
- Represent SCC at program level coalition meeting

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### 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.

### 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.
- 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 those located 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

### 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.**

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## **To Apply:**

Please email a resume, cover letter, Office Preference and at least three professional references to both Teresa DiTore and Aubrey Tamietti. 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 BIPOC community & other underrepresented populations, in personal or professional context.***

Teresa DiTore  
SCC FC Youth Program Manager  
[tditore@conservationlegacy.org](mailto:tditore@conservationlegacy.org)

Aubrey Tamietti  
SCC LV Youth Programs Manager  
[aubrey@conservationlegacy.org](mailto:aubrey@conservationlegacy.org)

*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.*