

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: SCC Individual Placements Program Manager

Date: 11/11/2020

Reports to: SCC Corps Director

Starting Salary: B+, starting annual salary range \$35,568 – \$43,000, negotiable DOE

Location: *Durango, CO*

Status: *Exempt Full-Time, Regular*

Benefit Eligible: *Full per Personnel Policies*

Program Summary:

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).

Position Summary:

The Individual Placement (IP) Program Manager is responsible for managing effective and efficient management of individual placement and intern cohort programs within SCC managing the procedures and systems for onboarding and supporting approximately 50+ AmeriCorps IP members per year within the geographic region served by SCC, supervising an IP Program Coordinator, 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), and working with partners to actively develop IP terms with SCC. This position interacts with other Conservation Legacy staff on admissions processes, member tracking, and other areas of administrative support. The IP Program Manager 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.

Essential Responsibilities and Functions:

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

- Develop and implement effective and efficient administrative systems for recruitment, enrollment, evaluation, exiting, reporting, and marketing.
- 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.
- Verify IP budget projections for FC and LV Directors and communicate with regular updates and any alterations to agreements.
- 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.

Participant or Member Management

- 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, compiling, 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.

- Oversee and manage the credit card request, training, and approval process for members including monitoring individual agreement budgets for members and monthly reconciliation processes.

General Administration

- Assist with workers compensation and 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.

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 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.
- Insurable driving record and the ability to pass Conservation Legacy's criminal history checks.
- Positive, entrepreneurial attitude and attentiveness to detail are both a definite plus.
- Prior supervisory and management experience favored.

To Apply: Send Cover letter and resume to (Kevin Heiner) kevin@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 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.