



**Title:** Program Director- Los Valles  
**Date:** May 21, 2019  
**Reports to:** Los Valles Regional Director  
**Salary:** Group 4 (\$36-40K annually)  
**Location:** Salida, CO  
**Status:** Full Time, Exempt, Regular  
**Benefit Eligible:** Full, per personnel policies  
**Start Date:** Preferred early August; negotiable

### **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 throughout the Los Valles region. 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.

SCC's Los Valles (Salida, CO) office runs seasonal programs April-November and currently operates approximately 12 crews at a time. SCC Los Valles supports youth, young adults, and military veterans with crew-based and intern programming.

### **Position Description:**

The Program Director (PD) is responsible for the execution and overall quality of all programs and operations run out of SCC's Los Valles office. The PD manages the administrative and logistical details of the program, serves as the information/communication hub for program staff, oversees operational support of crews, supervises staff providing support to crews in the field, and maintains timely and effective communication with project partners. The position is approximately 80% office-based and 20% field based, with field visits that may include overnight stays. Crew Leader Training season, April-May, requires a strong and consistent field presence from the PD. The PD must be available for emergency trips to the field.

### **Essential Responsibilities and Functions:**

#### **Program Staff Supervision and Hiring**

- Interview, hire and evaluate all crew leaders and other field staff. Manage all hiring paperwork, including member agreements.
- Supervise all Los Valles (LV) program operations staff as needed including Program Coordinator, Logistics Coordinator, Youth Program Manager, Field Supervisors, and Crew Leaders as directed by the RD.

### **Program Administration**

- Implement and evaluate effective recruitment strategy for crew leaders and crew members.
- Ensure member safety and implement appropriate risk management for a wide variety of programs which include Adult Camping Crews, Youth Day and Camping Crews, Veterans Fire Corps Crews, Disaster Relief Crews.
- Manage program/project schedule once initial scheduling has been established by Regional Director to ensure that all partner specific needs are being met.
- Serve as hub of communication between program staff to ensure that information is being dispersed efficiently and that necessary details are reaching the appropriate staff.
- Collect, manage, and disperse program paperwork. Verify accuracy of all paperwork (timesheets, project accomplishment summaries, etc.).
- Communicate with Partners to develop project specifications and prepare all necessary documentation in the database prior to and at the conclusion of project work.
- Participate in Risk Management team meetings and other leadership team meetings as needed, track incidents and generate reports.
- Manage Worker's Compensation claims.
- Implement, monitor and enforce all Conservation Legacy/SCC Policies and Procedures.
- Ensure that programs maintain high retention and that work agreements are being met.
- Ensure partner satisfaction through regular communication and collection of Project Evaluations.
- Manage program expenditures while maintaining safety and quality.
- Create project reports and annual program evaluations as needed.
- Work with Conservation Legacy staff to ensure program is compliant with funder and administrative requirements
- In the absence of the Regional Director, assist with maintaining partner relations, managing agreements, finalizing invoices, overseeing office management and participate in leadership team meetings as needed.

### **Field Support**

- 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.
- Provide technical (related to trails and chainsaw) and programmatic assistance to crews in the field as needed.
- Maintain regular communication with Crew Leaders, including but not limited to debriefs on de-rig day.
- Coordinate regular field visits with program staff as needed.
- Participate in a rotating weekly on-call system for crews in the field.
- Coordinate the efforts of all program staff to ensure proper resources are provided to crews in the field.

### **Staff Development & Training**

- Set and provide feedback in a Professional Development Plan with each program staff member.
- Design, coordinate, and implement in-house training of crew leaders and program participants.

### **Program Development**

- Enhance quality of existing programs by suggesting programmatic changes to Regional Director and SCC Program Operations Group as warranted.
- Assist with the development of new programs that fulfill SCC's mission.
- Assist with new partner development as needed.

### **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:**

- Strong skill level of trail construction/maintenance, chainsaw operation/fire fuels reduction, tool maintenance, backcountry travel and risk management.
- Strong organizational, managerial, communication and problem-solving skills required.
- Experience working with young adults or youth in a program management capacity.
- Flexibility, adaptability and capacity to work in a fluid, changing work environment.
- High School Diploma
- Valid driver's license and an insurable driving record per Conservation Legacy policies.
- Proficient in computer programs, databases, and other relevant technology; including Microsoft Office.
- Must be able to pass Conservation Legacy's criminal history background checks.
- Ability to work a flexible schedule and participate in an emergency on-call system.
- Relevant medical certification (i.e. WFR, WFA, and/or OEC) AND demonstrated good judgment and problem solving in emergency situations required.

### **Preferred Qualifications:**

- Previous management experience with a Corps, youth serving organization or trail program.
- Strong skill level in the following preferred: habitat restoration, riparian restoration, disaster relief services, and fence construction.
- Bachelor's Degree in related field strongly preferred.
- Experience working with land management agencies.

**To Apply:** Email cover letter and resume to [ahendricks@conservationlegacy.org](mailto:ahendricks@conservationlegacy.org)  
Open until filled, preference given to applications received prior to June 24, 2019