

Northwest Youth Corps

Job Announcement

Position: Operations Director

Northwest Youth Corps

Northwest Youth Corps (NYC) has an annual budget of approximately 4.5 million, employs an average of 35 full-time staff, serves over 1,000 youth annually and operates five different programs:

- **Youth Corps Community** is our non-residential program that works with nine local communities to serve local youth. Youth earn a stipend and high school credit for their participation.
- **Twin Rivers High School** is an alternative school that combines classroom education with field studies and outdoor work experience. The program operates on a school year basis and has a current enrollment of 40 students.
- **Youth Corps Camping** offers youth a first work experience in a challenging outdoor, camping format stressing education and personal growth. Crews operate in Oregon, Washington, and Northern California
- **Idaho Conservation Corps** engages youth and young adults in camping and community formats as well as AmeriCorps teams.
- **AmeriCorps** programs at Northwest Youth Corps serve young adults ages 18-26 in both camping and community formats. In addition, a number of AmeriCorps members are placed in intern type capacities with partners across the region.

Job Description

The Operation Director (OD) works work closely with the Deputy Director (DD), the Executive Director and other management staff. The OD supports the organization in every program area to ensure the smooth operation, quality, consistency and fiscal stability of each program. The OD provides professional oversight, technical guidance, training and support in all areas of training, logistics support, facilities management, vehicle and equipment maintenance, inventory and needed support for program management. The OD prepares planning documents and operational reports, coordinates staff meetings and conducts staff performance reviews. The OD works with staff to develop/document operational procedures and strengthen overall organizational administrative and programmatic infrastructure.

Qualifications & Duties

General

- Budgetary and financial management experience with an organization of similar size.
- Experience in program development, inventory controls, and worksite safety.
- Proven ability to develop/implement organizational objectives.
- Must possess a valid driver's license.
- Excellent writing skills, proven ability to communicate well with people.
- Strong computer skills including MS office, Access, other databases, Publisher and Excel
- Experience in construction and/or with hand tools highly desirable.
- Previous experience with a conservation or youth corps program highly desirable.
- History of effectiveness working with vendors, community organizations and/or public agencies.
- Background in environmental education, and/or resource management desirable.
- Experience in developing RFP's or creating and supervising contracts for vendors.

Human Resources

- Support/train program staff in operational procedures related to vehicles, equipment, and facility use.
- Oversee Operations staff completing duties in facility maintenance, tool maintenance, tool inventory, and NYC's food program.

Safety

- Lead in ongoing review/upgrade of organizational safety plans and emergency procedures.
- Work closely with Program Directors (PD) to insure that tool and equipment safety protocols are being used by program staff.

Fiscal, Financial, and Reporting

- Work with the CFO and PD to develop annual Operations budget.
- Compile quarterly/annual operational reports.

Facility

- Oversee maintenance of heating system via vendors.
- Maintain building exterior; mowing, cleaning, washing.
- Janitorial, hire/supervise employees or vendors.
- Coordinate electrical, plumbing, painting, paving and other needs.

Vehicles

- Track and report on all vehicle expenses; fuel, and maintenance.
- Work closely with Deputy Director to sell/purchase vehicles as required.
- Prepare new vehicles for field use; hitches, tool screens, etc.
- Select and interface with vendors for vehicle repair/maintenance.
- Support staff with vehicle problems in the field.
- Support vehicle trainings, develop/enforce safety protocols.
- Interface with insurance carriers as required.

Tools and Equipment

- Select vendors, approve orders and billings.
- Maintain accurate tool inventory and organized storage/repair facility.
- Track and report on tools loss/breakage.
- Train staff on safe tool use and proper repair techniques.
- Develop techniques to accurately bill programs for use/loss/damage.

Food

- Select vendors, approve orders and billings.
- Approve menus, monitor loading of weekly food boxes.
- Monitor all purchases with emphasis on controlling cost.
- Train/supervise support staff.

Term of Employment

Full-time position. Workloads may require long days and/or evening or weekend responsibilities.

Compensation

\$26,000 - \$30,000.00 annually. Benefits: health/dental insurance with co-pay, disability insurance, personal leave, paid holidays, retirement plan funded by employer contributions and 403-b option funded by employee contributions.

To apply

Send cover letter and resume to Keithb@nwyouthcorps.org Open until filled.

NYC is an Equal Opportunity Employer.