



MONTANA CONSERVATION CORPS POSITION DESCRIPTION Regional Youth Program Manager

Summary Statement: The Regional Youth Program Manager (YPM) staff position is based out of a MCC regional office and is responsible for the management and development of regional programs serving primarily high school and middle school youth. The YPM will actively engage local school leadership, community organizations and other youth serving entities in order to develop program partnerships and opportunities that align with MCC's mission. Primary duties include hiring and training AmeriCorps members to serve as youth program leaders, youth participant recruitment, coordination of community service events, field logistics and all aspects of program implementation. Activities will include summer and school year programming. The Youth Program Manager is supervised by the Regional Director and works collaboratively within a regional team, as well as with MCC staff in other locations. The position has recurring access to vulnerable populations.

Program Management:

- Responsible for the hiring, training, supervision and evaluation of MCC Youth Program Leaders.
- Actively engage with regional schools and youth serving organizations in program and partnership development for out-of-school time programming.
- Responds to Youth program participant incidents in the field or within region.
- Coordinates orientations, graduations and parent/guardian communication and participation.
- Work collaboratively with other regional Youth Program Managers and State Office program staff in the development and implementation of the Youth Program curriculum and program evaluation activities.
- Work with Regional Director, the Associate Director of Diversity and Inclusion and regional staff to ensure youth program materials represent the diverse perspectives of the youth we serve, the AmeriCorps members we train, and incorporate activities intended to increase our understanding of socioeconomic and cultural diversity.

Recruitment and Outreach:

- Plan, coordinate, and implement local youth outreach and recruitment efforts.
- Coordinate with Marketing and Recruitment teams in the state office for materials, resources, and recruitment strategies.
- Coordinate with member management on youth program admissions and all related onboarding tasks.
- Facilitate participation of local youth alumni in recruitment and outreach activities.
- Plan, coordinate, and implement local community service day events.
- Serve as representative of MCC to community groups, partnering agencies and parents/guardians.

Administrative Support:

- Ensure timely and thorough completion of program paperwork required by MCC and AmeriCorps.
- Manage effectively all activities related to volunteer community service days and the necessary forms.
- Provide written documentation of field support and program activities.
- Participate in emergency on-call schedule.
- Participate in organizational committees as needed, and assist in the continual improvement of youth program systems related to administration.



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Qualifications:

- Bachelor's Degree or equivalent work experience.
- Experience teaching middle school or high school youth in a public/private school, or outdoor program.
- Knowledge of youth program risk management practices.
- Knowledge of adolescent development and emerging adult developmental characteristics.
- Strong interpersonal and administrative skills, ability to effectively communicate through written word and orally.
- Ability to travel and be on extended trips when required.
- Proficient with Microsoft Word and Excel, and applicant tracking systems.
- Minimum age of 21.
- A valid driver's license and ability to pass a Motor Vehicle Records check.
- Ability to pass a Criminal History Check.

Preferred Qualifications

- Experience supervising and mentoring seasonal or permanent staff
- Experience with AmeriCorps, service learning, or similar programs
- Experience working with diverse populations and rural communities
- Experience in any of the following: trail maintenance and construction, chainsaw use and maintenance, fencing, watershed restoration, native/invasive plants and other natural resource work.