



ROCKY MOUNTAIN YOUTH CORPS Position Description - 2018

<u>POSITION TITLE:</u>	Conservation Corps Program Manager
<u>POSITION TYPE:</u>	Full Time, Regular, Salaried Exempt Employee
<u>DATES:</u>	Year-Round
<u>SALARY:</u>	\$37,440 - \$41,600
<u>BENEFITS:</u>	All benefits per RMYC personnel policies (full benefits)

Summary: The Conservation Corps Program Manager (CCPM) oversees and manages the Conservation Corps (CC) program in cooperation with the Program Director, Program Coordinator, Field Manager, Associate Director, and other key personnel. Primary components of this position include managing and assisting with recruitment and hiring of Conservation Corps seasonal staff and members, and coordinating all aspects of the Conservation Corps program. This position reports to the Program Director, and supervises the CC Field Coordinators.

Essential Duties

Recruitment and Hiring

- Assist the Program Director with recruitment and hiring of CC Field Manager, Field Coordinators, Crew Leaders, and Assistant Crew Leaders.
- Manage all outreach, recruitment and hiring for CC Crew members including attending relevant job fairs and community events to market positions and conduct presentations, and updating and distributing recruitment materials utilizing the RMYC website, social media, and all other relevant recruitment avenues (e.g.; online job boards)
- Work with the Program Coordinator to ensure all proper employment policies are followed (E-Verify, background checks, employment paperwork, etc)

Administrative

- Work with the Program Coordinator to ensure proper management of CC employee paperwork
- Manage and sign off on all crew timesheets and work with the Program Coordinator to ensure tracking of work hours, education hours, and any sick hours
- Assist with fundraising efforts and events as requested, including RMYC's annual Moonshine Ski & Dine event
- Collaborate with other staff to update RMYC website and other social media avenues as necessary
- Other administrative duties as assigned

Field Support

- Directly supervise all Conservation Corps Field Coordinators, including performance evaluations and daily oversight
- Coordinate and implement Conservation Corps project procurement, scheduling, specifications, and quality control in cooperation with the Program Director, Field Manager, and Field Coordinators
- Coordinate and implement Conservation Corps staff training including Field Manager, Field Coordinators, Crew Leaders and Assistant Crew Leaders in cooperation with the Program Director
- Assist Program Director and Program Coordinator with rendezvous planning, logistics, and implementation
- Assist Program Director and Program Coordinator with program vehicles, gear, tools, and supplies as needed
- Oversee personnel issues on CC crews and empower Field Coordinators and Crew Leaders in terminating participant employment when necessary

- Provide crew personnel and logistical support as needed while conducting crew visits, maintaining a flexible work schedule to visit crews on overnights and weekends
- Participate in Duty Officer System and other field/office communications
- Maintain positive and continuous relationships with project and program partners as appropriate
- Other field support duties as needed

Required Knowledge, Skills, and Abilities:

- Bachelor's Degree required
- Previous Conservation Corps experience required (minimum of two full years)
- Previous experience managing AmeriCorps grants preferred
- Ability to work and think autonomously including exceptional decision making skills
- Experience in graphic design/videography/photography a plus
- Flexibility in work hours required. During summer and fall programming (May-October) work will be required on weekends and after normal business hours depending on crew needs. Vacation opportunities limited during this time.
- Sound judgment and ability to implement RMYC policies and procedures
- Familiarity with corps model and basic conservation skills including tool and chainsaw maintenance
- Strong organizational skills, ability to work independently, self-motivated and confident
- Ability to clearly and effectively communicate written and orally
- Wilderness First Responder and CPR certification a minimum
- Clean driving record (Driver's License background check required)
- Clean criminal background check (Federal and State background check required)
- Ability to meet physical and work environment demands of the position
- Must be at least 21 years old (RMYC driving insurance policy)

If interested in applying, please send a Resume, Letter of Interest and 3 references to
Ryan@rockymountainyouthcorps.com

Applications will be received until the close of business on Friday, October 13th.

Rocky Mountain Youth Corps is an Equal Opportunity Employer. Rocky Mountain Youth Corps is committed to the inclusion of members with all levels of ability. Reasonable accommodations are available upon request. This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or religion.