



# Four Corners School of Outdoor Education

Conservation • Adventure • Service • Education

@Canyon Country Discovery Center

**Title:** Canyon Country Youth Corps Director  
**Reports to:** Executive Director  
**Status:** Full time, Exempt

**Date:** December 1, 2016  
**Salary:** \$46,000 – \$50,000  
**Location:** Monticello, UT

## Overview

The Canyon Country Youth Corps (CCYC) is a program of the non-profit Four Corners School of Outdoor Education, based in Monticello, Utah. CCYC is a workforce development and employment program for youth and young adults ages 15-25, over 50% of whom are Native American and residing on the Colorado Plateau. Eligible participants may earn a wage, AmeriCorps education awards, and complete a GED. CCYC teaches effective life skills, field techniques, tool use, resource management, outdoor living/cooking/menu planning, habitat protection, and healthy living. It also prepares participants for careers in natural resource and recreation management. Work projects include habitat restoration, travel management, trail maintenance, invasive species removal, & fire/fuels reduction on public lands.

## Summary

The CCYC Director provides administrative guidance and field oversight for Canyon Country Youth Corps. The primary responsibility is to ensure high quality delivery of public lands work and educational programming. The purpose of this work is to improve the life and job skills of the youth and enhance the quality of the public lands served by CCYC. Achieving this goal includes coordinating and integrating fieldwork management with educational program development, operations, budgets, contract compliance, and data collection for evaluation of all aspects of CCYC. This position directly supervises 2 full-time staff, a VISTA position, as well as 9+ crews per year (8 members each).

## Responsibilities & Functions

- **Supervision:** The CCYC Director trains and supervises all CCYC office staff, meets with them and crew leaders on a regular basis, and oversees crewmembers. The CCYC Director also oversees compliance with FCS and CCYC operational policies and procedures, and promotes and establishes a motivated work environment for crew leaders and crewmembers.
- **Program Development:** The CCYC Director works with other senior staff to secure funding from grants and federal and state agencies through fee-for-service contracts to meet annual budget projections (approximately \$600K annually). The CCYC Director also assists other senior staff on grants and reports for funders about the projects and crews (annually, or as required).
- **Program Management:** The CCYC Director is ultimately responsible for the day-to-day operations of CCYC, planning, and managing the schedules of up to 4 crews at one time. The CCYC Director builds and maintains relationships with partners in federal, state, city, and county land management agencies. The CCYC Director plans all logistics in advance and communicates these logistics clearly to CCYC and FCS staff. The CCYC Director is also responsible for maintaining paperwork related to grants, fee-for-service, and internal needs.
- **Financial:** The CCYC Director works within an annual budget of approximately \$700K, assisting other senior staff in aspects of budgetary decisions. The CCYC Director works with the Business Manager to oversee crew leader and crewmember payrolls, to invoice public lands partners, to track spending, and to ensure payments are made in a timely manner.



## **Team Player**

The CCYC Director helps run all Conservation Service Group meetings and works within the team environment. The Director works with other FCS staff on appropriate projects. This includes coordinating with other departments' logistics and managing schedules. The CCYC Director helps with various office tasks as needed, based on skills they possess, and as time permits.

## **Necessary Skills and Qualifications**

- Excellent leadership skills, including the ability to interact with and positively influence youth from a wide range of social and cultural backgrounds.
- Highly developed decision making to evaluate alternatives in the achievement of quality outcomes.
- Outstanding organizational and time management abilities needed to structure tasks, establish priorities, multi-task, and set goals.
- Supervisory skills, including the ability to effectively interact with and motivate a small team of individuals on a daily basis, in consistent and flexible manner.
- Excellent communication skills (oral/written) to ensure effective communication of goals.
- A high level of accountability, responsibility, and dependability needed to work with minimal direct supervision or direction.
- Experience in managing relationships with multiple organizational partners and agencies.
- Proficient in Microsoft Office Suite programs and a database, with the demonstrated ability to complete written reports, budget summaries and analyses, and track program information.
- Bachelor's degree in a relevant field preferred.
- At least three years supervisory experience with a Conservation Corps or youth development organization.
- Valid driver's license, insurable driving record, and acceptable background check.

## **Physical/Essential Requirements**

This position requires periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions the CCYC Director is required to sit, stand, walk, speak and hear. The CCYC Director may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis and possess the ability to hike and climb in rough terrain. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. The CCYC Director may be required to lift up to 50 pounds unassisted. The ability to drive a FCS vehicle is also required. *This job will require a flexible schedule. A successful candidate must be able to balance field needs and office duties, as needed.*

## **To Apply**

Go to <http://www.fourcornersschool.org/about-fcs/employment> and read the job description and cover letter. Send a cover letter and resume to Chris Giangreco at [cgiangreco@fourcornersschool.org](mailto:cgiangreco@fourcornersschool.org). Position open until filled.