



**Title:** Los Valles Program Coordinator  
**Location:** SCC Los Valles – Salida, CO  
**Salary:** Salary group 3 (\$32,000-36,000)  
**Status:** Year-round, full-time, exempt  
**Benefits:** Full benefits as per Conservation Legacy personnel policies  
**Start Date:** February 2018

**Date:** December 6, 2017

### **Southwest Conservation Corps:**

The Southwest Conservation Corps (SCC) is a non-profit service organization 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 central and southern Colorado and New Mexico. 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. The Los Valles office runs field programs throughout three seasons. Training season begins early April for adult crew leaders, mid-May for youth crew leaders, and then all crew members are on from late May with final crews finishing late October/mid-November. The Los Valles office runs youth, young adult, and veteran field programs in summer and fall with as many as 10-12 crews at a time.

### **Position Summary:**

SCC's Los Valles field office is seeking a Program Coordinator whose primary responsibilities are to: recruit and select corps members for all adult programs including adult camping crews and Veterans Fire Corps crews; to participate in planning and execution of crew leader and member trainings; to coordinate communication between the field and the office in addition to supporting and mentoring all field staff; to ensure crews are both supported and prepared to maintain safety, program integrity, and quality projects in the field by providing pre-field and in-field guidance; to support crews during orientation, rig-up, de-rig days and during events such as all corps, graduations and trainings; to participate in crew leader work/education days throughout the season; to helping with logistics as needed such as facility general repairs, inventory and maintenance of food shed, tools, saw and gear sheds as well as vehicles; to participate in staff meetings both at home base and with other SCC regions and Conservation Legacy programs. The Program Coordinator may also assist the Program Director to recruit, hire, and train seasonal crew leaders. Both office and field operations are required by this position and a flexible schedule is a must!

### **Responsibilities:**

#### **Recruiting, Interviewing and Selection of Corps Members**

- Work as part of an SCC recruiting and member development team to develop and implement a crew member recruiting strategies and trainings
- Establish and maintain a database of all recruiting contacts
- Coordinate recruiting visits to schools, community partners, etc.
- Coordinate and complete interviewing, selection, & placement of 70-80 corps members annually.
- Facilitate and manage the submission of all corps member selection, program, and AmeriCorps paperwork.

## **Program Oversight & Field Support**

- Field staff mentorship – provide technical expertise, guidance and emotional support to crews in the field. Identify positive working solutions to crew management issues for crew leaders
- Insure project quality and quantity by providing technical assistance to and accountability of crew leaders in the field
- Model risk management procedures in the field to create a safe working environment
- Assist with weekly check-ins with crew leaders
- Enforce all SCC Policies and Procedures
- Comfortability & flexibility with an ever-shifting work schedule
- Respond to crew emergency situations
- Participate in an on-call system for crews in the field
- Manage gear, tools, vehicles and all SCC property with care and timeliness

## **Development & Training**

- Assist the program staff to develop and implement training including technical trails, chainsaw, leadership, and facilitation skills
- Being a role model and mentor - providing encouragement, guidelines, and supervision to crew leaders throughout an 8-week training period and the field season
- Develop and maintain partnerships with community and project partners

## **General Administration**

- Management multiple databases for recruitment, selection, payroll, and AmeriCorps information and onboarding
- Manage and maintain accurate reporting of all necessary information and complete program reports including field site visits, recruiting notes, and field/yard inventories
- Work within an established program budget; manage credit cards, receipts, and financial reporting

**Physical Requirements:** Periodic overnight travel and non-traditional work hours, inclusive of weekend and evening hours. To successfully perform essential functions, the Program Coordinator is required to sit, stand, walk, speak and hear. The Click or tap here to enter text. 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 Coordinator 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:**

- Excellent communication, leadership, mentoring, and facilitation skills
- Strong conflict resolution and team building skills
- Experienced skill level in working with young adults in outdoor and work settings
- Experienced skill level in outdoor travel, living, and LNT in mountain and high altitude environments
- Experienced skill level in all or most of the following: trail construction & maintenance, chainsaw operation & maintenance, hand tool maintenance, fencing, running backcountry crews
- Ability to teach, plan, and facilitate trainings for the above skills
- Demonstrated good judgement and problem solving in emergency situations
- Flexibility, adaptability and capacity to work in a fluid, changing work environment

- Able to work independently and motivate others while continuing to maintain organizational mission and protocols
- Computer literate (MS Word, Excel, & Outlook proficient)
- Clean and insurable driver's record & driver's license
- Must be able to pass a criminal history background check
- Desire to spend time in the company of youth and young adults; ability to instigate fun!
- Must have experience with office/administrative duties that show the ability to complete large amounts of administrative duties in this role

**Preferred Qualifications:**

- Leadership experience with SCC or other youth conservation corps
- Experienced skill level in working with military veterans in outdoor and work settings
- Demonstrated managerial experience
- Relevant medical certification (WFR, WEMT, or OEC)
- Relevant bachelor's degree or higher

Open until filled. Southwest Conservation Corps is a program of Conservation Legacy.

**To Apply:**

Please send a resume and cover letter to Anna Hendricks, SCC LV Program Director  
ahendricks@conservationlegacy.org. Feel free to email questions or call Anna directly at 719-580-3272