



## Conservation Corps Assistant Program Manager Job Description 2023

<b><u>DATES</u></b>	Year-Round
<b><u>SALARY:</u></b>	\$45k-\$50k annually
<b><u>EMPLOYMENT STATUS:</u></b>	Full Time, Salaried, Exempt Employee
<b><u>BENEFITS:</u></b>	Health, dental, vision, disability, and life insurance; Retirement plan; Paid vacation, sick time, holiday pay, and parental leave.

Applicants must submit resume, three professional references, and cover letter to:

[hrdirector@rockymountainyouthcorps.com](mailto:hrdirector@rockymountainyouthcorps.com)

**Subject Line: Conservation Corps Assistant Program Manager**

*Position is open until filled*

### **Summary:**

The Conservation Corps Assistant Program Manager (CCAPM) will assist in all aspects of the management and operations of the Conservation Corps (CC) program in cooperation with the Conservation Corps Program Manager (CCPM), Program Director, Assistant Program Director and other key personnel.

### **Position Summary:**

Primary components of this position include program management, field support, recruitment and hiring and other administrative duties as assigned. This position reports to the Conservation Corps Program Manager. The primary duties of this position are office-based with time spent in the field as needed during the program season.

### **CONSERVATION CORPS PROGRAM:**

**Overview:** RMYC's Conservation Corps program consists of three separate program seasons (Crew leader training and member orientation, Summer Field Season and Fall Field Season) and typically operates between early May and the middle of October every year. The Conservation Corps engages young people ages 18-25 every year on conservation projects throughout Northwest Colorado and Wyoming. RMYC typically fields crews of 8-10 people on these projects with a focus on trail maintenance and clearing, wildland fire mitigation, forest health and other recreation and public land projects as needed.

**Crew Leader Training:** This five-week training starts in early May and goes until the start of the season, which is typically in early June. This training typically engages 30-35 seasonal Crew Leaders.

**Crew Member Orientation:** Typically the first full week in June, this orientation consists of close to 150 people who are participating in the Summer Field Season.

**Summer Field Season:** This season typically starts mid-June and goes through the middle of August . RMYC is planning to field 16 separate crews during this nine-week season.

**Fall Field Season:** This season typically starts around the end of August with Fall Season Crew Member Orientation and continues through the middle of October. The end date for this season is weather dependent. RMYC is planning to field seven crews during this eight-week season.

## **ESSENTIAL DUTIES:**

### **Program Management:**

- Assist in operations of the Conservation Corps including recruitment, hiring, training, supervising, project logistics, risk management, education and evaluation;
- Assist in planning and facilitating training for Field Coordinators, Crew Leaders and Crew Members;
- Ensure proper implementation of project specifications, logistics, project satisfaction forms, and specialty tool needs.

### **Field Support:**

- Provide support and guidance to seasonal Field Coordinators and Crew Leaders as needed;
- Assist RMYC with Rendezvous Event planning, logistics, and implementation;
- Assist CCPM and Operations Manager with program vehicles, gear, tools, and supplies as needed;
- Assist with any personnel issues across the Conservation Corps Program;
- Assist Operations Manager in tool and equipment maintenance;
- 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.

### **Recruitment and Hiring:**

- Assist the CC PM with recruitment and hiring of Field Coordinators, Crew Leaders, and Assistant Crew Leaders;
- Assist in outreach, recruitment and hiring for CC Crew members including attending relevant job fairs and community events and updating and distributing recruitment materials utilizing the RMYC website, social media, and all other relevant recruitment avenues (e.g.; online job boards);
- Assist in creating Crew Rosters.

### **Administrative:**

- Work with the CCPM to ensure proper management of Conservation Corps seasonal paperwork;
- Manage and sign off on all crew timesheets and work with the CCPM to ensure tracking of crew hours;

- Collaborate with other staff to update RMYC website and other social media avenues as necessary;
- Coordinate end of season project and program reporting with the CCPM;
- Other administrative duties as assigned.

### **Qualifications:**

- Minimum of three years of direct service and supervisory experience;
- Familiarity with corps model and basic conservation corps skills including low impact camping techniques, service project experience, and tool use and maintenance;
- 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;

### **Knowledge, Skills & Abilities:**

- Chainsaw and cross-cut experience or certifications preferred;
- Computer Skills: Use of Google Drive, Salesforce, Microsoft Office Suite
- Strong organizational skills, ability to work independently, self-motivated and confident;
- Ability to clearly and effectively communicate written and orally;
- Sound judgment and ability to implement RMYC policies and procedures.

### **PHYSICAL DEMANDS and WORK ENVIRONMENT**

RMYC is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours and physical ability to walk, climb, balance, stoop, kneel, crouch, type, read, repetitive motions, lift up to 25 pounds, and/or use tools/equipment on an infrequent or frequent basis. Ability to safely drive an organizational vehicle may also be required. Noise level is typically low to moderate.

***Rocky Mountain Youth Corps is an Equal Opportunity Employer and a Drug Free workplace. 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 age 40 and over, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation or any other applicable status protected by state or local law.***