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## Staff Position Description

<b>Position:</b>	Assistant Program Manager
<b>Program:</b>	Youth Outdoors
<b>Location:</b>	St. Paul, MN with some options for remote or hybrid work
<b>Date Posted:</b>	4/5/2022
<b>Reports To:</b>	Youth Outdoors Program Manager
<b>Salary:</b>	\$48,000 - \$53,000
<b>Schedule:</b>	Monday through Friday, 8:00 AM - 4:30 PM (typical); some evenings and weekends required
<b>Benefits:</b>	Health and dental insurance, paid time off, 401(k) Safe Harbor retirement saving plan

**Conservation Corps Minnesota & Iowa (CCMI)** is a 501(c)(3) nonprofit organization and AmeriCorps grantee that engages hundreds of youth and young adults each year in programs and initiatives that improve access to outdoor recreation, restore natural habitat, protect waterways, and respond to community needs and natural disasters. **Our mission** is to engage youth and young adults in meaningful service, leadership development, and environmental stewardship. **Our vision** is a world in which everyone has equitable access to nature, is equipped to succeed in career and life, and is empowered to make a difference in conserving natural resources. Learn more at [conservationcorps.org](https://conservationcorps.org).

**Our values** embody safety, service, respect, equity, and community. In working toward our vision, we believe that it is important we commit to the following:

- Using equity as a lens for the work we do and decisions we make
- Building a shared vision surrounding Justice, Equity, Diversity, and Inclusion goals with our partnering organizations and communities, and
- Providing an equitable training environment and high-quality programming to all our participants.

Read our full Justice, Equity, Diversity, & Inclusion statement online at:

[conservationcorps.org/about/jedi/](https://conservationcorps.org/about/jedi/).

### Position Summary:

The Youth Outdoors (YO) Assistant Program Manager works with the Program Manager in order to implement all aspects of the Youth Outdoors Program. The program connects Twin Cities youth, ages 15-18, to the natural environment through paid conservation and community improvement projects while they gain job experience and college/career skills for the future. Young adults, ages 18-25, serve as AmeriCorps members who lead the youth in educational and service-learning activities and complete challenging, but impactful conservation projects as part of a field crew when not leading youth.

[conservationcorps.org](https://conservationcorps.org)

Assistant Program Manager responsibilities include program administrative tasks, program planning, work project management, AmeriCorps member and youth recruitment, training and support, overseeing day-to-day program functions and supervising Field Specialists and Crew Leaders. Time is split between managing afterschool youth programming, AmeriCorps member development, and outdoor conservation projects.

**Key Responsibilities:**

- Provide or coordinate training, along with the YO Program Manager, for AmeriCorps members and youth participants at multiple points throughout the year
- Complete daily and routine reviews of Accomplished Work reports, AmeriCorps and youth timecards; collect and track program and project paperwork
- Assist in developing new and/or improved safety trainings and presentations
- Assist with AmeriCorps and youth recruitment, interviews, and onboarding
- In collaboration with YO Program Manager, provide feedback and coaching for AmeriCorps members and youth participants; assist with evaluations and performance management
- Visit crews in the field to offer support and ensure that projects are accomplished in an efficient, safe, and consistent manner
- Plan education, enrichment, and reflection activities throughout the year (such as mid-term and end-of-term retreats)

**Qualifications:**

- 1-3 years of experience supervising youth (15-18) and/or young adults (18-25)
- Ability to effectively interact with and lead people from diverse backgrounds
- Strong initiative and ability to act independently with minimal supervision
- Leadership skills, characterized by the ability to gain respect, supervise, delegate, and positively coach others
- Working knowledge of conservation project management from a variety of disciplines such as trail construction/maintenance, invasive species and habitat management, erosion control, raingarden installation, basic construction, and planting
- Excellent communication skills
- Familiarity with AmeriCorps or other federal service programs is preferred

**Effective 1/4/2022, CCMI requires all employees and AmeriCorps members to be fully vaccinated for COVID-19 OR provide a weekly COVID-19 test.**

*While this position description describes the general nature and level of work being performed, it is not an exhaustive list of all responsibilities, duties and skills required. All positions at CCMI may require duties outside of normal responsibilities.*

*CCMI is an Equal Opportunity Employer and is committed to creating an inclusive environment that values the diversity of its staff and members. Employment decision with CCMI will be based on merit, qualifications, and abilities. CCMI does not discriminate in employment opportunities or practices based on race, color, creed, religion, sex, national origin, age, disability, veteran status, military service, union membership, marital status, familial status, sexual orientation, gender identity, status with regards to public assistance, genetic information or any other characteristic protected by law.*

*Women, minorities, and people with disabilities are strongly encouraged to apply.*

**conservationcorps.org**

**How to Apply:**

Qualified candidates should apply by sending a resume AND cover letter to [HR@conservationcorps.org](mailto:HR@conservationcorps.org). Please include **Youth Outdoors Assistant Program Manager** in the email subject line.

**conservationcorps.org**

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